

Report writing guidance

Abstract / executive summary

- What is your report about?
- What are the key aims/objectives?
- What are the main findings?
- What are your recommendations as a result of your study?

Introduction

- What is the background of your study?
- What are your aims and objectives?

Methodology

- What did you do?
- How did you do it?
- Why did you do it that way?
- What were the strengths/limitations to your study?

Results / Findings

- What did you find out from your study?
- Can you show this visually e.g. in a graph, table or image ?

Discussion

- What was your project aiming to present or argue?
- Has this been achieved?
- How accurate are your findings?
- How have you interpreted your findings and why is this important?
- How do your findings compare or differ to findings in previous studies?

Conclusion / recommendations

- What are the outcomes of your study?
- What further actions or research could be taken?