

Features of reports

- Referencing and quotations in reports follow the same guidelines required for essays.
- A system of *numbered* sections with headings is typically used.
- Just as in the essay, a good report will describe, analyse and evaluate a problem or issue. Unlike an essay it will describe the method used to investigate the problem, and formulate a set of recommendations based on the findings of the report.

Report	vs	Essay
<ul style="list-style-type: none">• Often a problem or case study which sets up a hypothetical situation• Based on reading, field work or practical work	Topic	<ul style="list-style-type: none">• Responds to a question or a proposition• Is based on research
<ul style="list-style-type: none">• To investigate, analyse and present information• Usually to make recommendations to solve a problem	Purpose	<ul style="list-style-type: none">• To articulate a well-argued response to a question or proposition
<ul style="list-style-type: none">• Established in the topic and is often a client or manager	Audience	<ul style="list-style-type: none">• An academic audience

<ul style="list-style-type: none"> • Contains an executive summary or abstract • Comprises sections with headings • May use bullet points, tables, graphs to convey information 	Format	<ul style="list-style-type: none"> • Does not typically include sections or headings • Does not typically include the use of bullet points, tables, graphs
<ul style="list-style-type: none"> • Third person • Formal language 	Style	<ul style="list-style-type: none"> • Third or first person • Formal language
<p>Success depends on:</p> <ul style="list-style-type: none"> • the demonstration of good research skills • the quality of the recommendations to respond to an issue • the presentation and analysis of relevant information 	Assessment	<p>Success depends on:</p> <ul style="list-style-type: none"> • the demonstration of good research skills • the identification of a cogent argument • the quality of reasoning and evidence • how well it analyses and evaluates the issue

Different types of reports typically include different sections. For the requirements for reports in Business and Economics, see the Q Manual. For all other disciplines, look at the Faculty examples in [Assignment Structures and Samples](#).