How to Structure a Report

1. **Report sections and descriptions matching task**

In the table below you can find the sections that appear in a general report (in no apparent order). Examine the descriptions found on the right hand column and match them to their appropriate section on the left.

|  |  |
| --- | --- |
| **Report Sections** | **Descriptions** |
| Appendices | 1. A summary of the main findings and possible indications.
 |
| Introduction  | 1. The name of the report.
 |
| Conclusion | 1. The purpose, context and thesis.
 |
| References | 1. The audience for whom the report is written.
 |
| Terms of Reference | 1. The selected tools or manner the report used to complete the report.
 |
| Glossary of Terms | 1. Includes sections, subheadings and page numbers.
 |
| Abstract/Executive Summary | 1. Recognition of subjects, key research assistance and supporting parties.
 |
| Methods | 1. An overview of the report with a thesis statement and overall objective.
 |
| Results | 1. Additional graphs or complementary information found at the end the report.
 |
| Table of Contents | 1. A dialogical approach to the research findings containing multiple perspectives.
 |
| Title Page | 1. Subject specific vocabulary and their definitions.
 |
| Acknowledgments | 1. A list of sources used within the report.
 |
| Discussion | 1. The main findings and statistics
 |

1. **Arranging the sections of a report**

Number the sections of the report found in the table below so they follow a logical order.

|  |  |
| --- | --- |
| **Title Page** | **Appendices** |
| **Terms of Reference** | **References** |
| **Summary /Abstract /Executive Summary** | **Acknowledgments** |
| **Table of Contents** | **Glossary of Terms** |
| **Introduction** | **Discussion** |
| **Methods** | **Conclusion** |
| **Results** |  |