Reports aim to:
Inform in concise language.

Reports Require:
- Clear presentation of analytical thinking
- An introduction, body and conclusion
- Formal style
- Technical language and careful proof-reading

Report Presentation and Style are important so:
1. Use plenty of white space
2. Ensure the separate parts of your report stand out clearly
3. Use subheadings
4. Allow generous spacing between the elements of your report
5. Use dot points/ numbers/ letters to articulate these elements
6. Use tables and figures (graphs, illustrations, maps etc) for clarification.
7. Number each page
8. Use consistent and appropriate formatting
9. Use formal language

Open the more detailed ‘Writing a Report’ resource for more information and ideas.

TIP: Use a wiki to draft your report – this will allow you to invite others, including your teacher, to review or collaborate. You can collect data, diagrams and graphs, references and other resources you need to plan and write your report. Check out the wiki Workout Guide.