



HOW TO WRITE A REPORT

WHAT IS A REPORT?

A report is written for a clear purpose and particular audience. Specific information and evidence is presented, analysed, and applied to a particular question or problem. The information is clearly presented in a structured format making use of sections and headings, so the information is easy to locate and follow.



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PARTS OF A REPORT

A basic report should contain the following:

- Title page
- Contents page (this is only necessary if your report is very long)
- Introduction
- Body - using headings
- Conclusion
- Bibliography

TITLE PAGE

The first page of your report should be the title page. It needs to include:

- The subject of the report
- The author of the report
- The date of submission

You can put the information anywhere on the page.

The design is optional, but this design comes from the freepik website.





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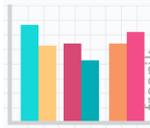
The rest of the report should look like this.

Introduction

Make sure you include information, graphs and statistics.

Introduction

As a student of the college, the principal has asked me to compile a report on how the college can be improved. I have completed research and asked students a number of questions. These results will be analysed in this document.



Body

Heading: Problems of food production in Australia.

Make sure you include graphs and statistics in this section too.

You can also use bullet points in your paragraphs.

Problems of food production in Australia

Firstly, one huge concern from the students was the catering services. 80% of students stated that the food was unappetising. The results also showed there was better engagement options with the food was sometimes served cold. Although, the majority of students were happy with the customer service from the staff, 20% believed they needed more people on the counter.

Secondly, the students feel there isn't anywhere they can go with their friends. Let me get straight to the point, the student union needs major refurbishment. The students feel it is increasingly dull and in desperate need of modernisation. Unsurprisingly, the union is very quiet at peak times in the college day.

Thirdly, parking is causing major dissatisfaction from the students. Four out of five students have to pay £5 to park in a near by hotel. There are some free parking spaces but these are all taken up by staff. The major consensus from the students is that this is unfair, demotivating and expensive.

Body

Heading: Sustainable solutions to food production.

Make sure you include graphs and statistics in this section too.

You can also use bullet points in your paragraphs

Sustainable solutions to food production

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Conclusion

Make sure you summarise your findings and include the benefits of finding sustainable food production solutions.

Conclusion

In summary, I have given my recommendations on how to improve the college. If these findings are acted on, I believe the college will increase its overall performance.

Bibliography

Use Citefast to help produce your bibliography or speak to one of the Teacher Librarians.

Bibliography

Austin, Bruce A. (1980) "Thought of an Art Film Audience". *Journal of Communications*, v. 34, n. 1 pp. 74-87.

Bordwell, David (1985) *Narrative in the Fiction Film*. London: Routledge.

Edwards, Dennis (2000) *Popular Cinema of Europe: Studies of Form, Contexts and Frameworks*. London and New York: Continuum.

Eliazon, Thomas (1980) "Watching as a Show: The European Art Movie". *Sight and Sound*, v. 4, n. 4 pp. 22-27.