WHAT IS REPORT WRITING?

Reports are a way of gathering information and sharing it with others. Reports are often used in the workplace to analyse and improve upon existing practices. There are many different types of reports, but their common goal is to present information to others in order to effect change. Throughout your studies you may be required to write a range of reports for different purposes. This is a useful skill to develop, both for university and your future career.
TOP TIPS FOR REPORT WRITING

1. Identify the purpose of your report. What outcome do you hope to achieve by writing this report? Keep the purpose and outcome in mind throughout.

2. Identify your audience. Who is likely to read this report? What information will be most relevant to them?

3. Research your information. Primary sources such as interviews and raw data are recommended, as well as academic journals and publications.

4. Analyse and interpret the information you find. Organise your findings so that you can use them purposefully when you begin writing.

5. Explain any technical terms you have used, particularly if your report is for a general audience.

6. Back up any statements with supporting evidence such as graphs, tables, quotes, and illustrations, either within your report or in an appendix.

7. Provide recommendations for further investigation or improvement on your report topic.

8. Write an abstract to give an overview or an executive summary to outline the contents of your report.

9. Refer to your unit outline for specific formatting requirements such as font size and type, headings and sub-headings, and referencing requirement and style.

10. Ensure you include a contents page, outlining the headings and subheadings of your report’s sections, and their corresponding page numbers.

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