

Some key features of academic reports

Please note! This handout describes and models general features of academic reports. It is very likely that in your specific discipline only some of these features will apply – and there may be other requirements not included here. Departmental requirements for reports especially vary widely, so **please do check your course or unit handbook**, or ask a subject tutor or lecturer.

Reports, along with essays, are one of the most common types of written assignment on university courses. (For more on the differences between reports and essays please see the handout *Reports and essays: key differences*.)

There is no absolutely right way to structure a report – the structure depends on the purpose. In general, however, academic reports feature some of the following sections:

1 Title page

2 Author declaration

This is a simple form, usually available from your department or faculty office, which you have to sign and include with any report (or indeed essay) written for your course. It confirms formally that the assignment submitted is entirely your own work.

3 Abstract (sometimes called Executive Summary)

An abstract is a **short (often around 150 words in length) summary of the whole report**. It should therefore be written last. Unlike a conclusion, the abstract needs to include a brief overview of **all** the stages of the report, not just the results. (One purpose of an abstract is to give just enough information to enable a prospective reader to judge whether they need to read the full report.)

Hint: If you are new to writing abstracts, one approach is to write, in order, one or two sentences to represent each of the sections of your report. Have a look at abstracts or executive summaries in reports in the Library or on the Internet to get an idea of the style in which they are generally written.

4 Acknowledgements

This is a separate page acknowledging the support of those people who have contributed to the assignment. **An acknowledgements page is normally necessary only in major reports.**

Format An Academic Report

Dr. Arti Patel



Format An Academic Report:

The Elements of Academic Research Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

The President's Report to the Board of Regents for the Academic Year ... Financial Statement for the Fiscal Year University of Michigan, 1967 **Essentials of Utilization-Focused Evaluation** Michael Quinn Patton, 2012 Provides both an overall framework and concrete advice for how to conduct useful evaluations that actually get used preface

Academic Audit Badrilal Gupta, 2011 *The Craft of Academic Writing* Dr. Arti Patel, 2025-04-23 The Craft of Academic Writing is a comprehensive guide aimed at equipping students and professionals with the essential skills required for effective written communication in academic and workplace settings With nine carefully structured chapters the book covers a wide spectrum of topics including grammar sentence construction clarity in expression and the mechanics of professional writing It begins with an introduction to the nature and purpose of academic writing establishing a foundation upon which more advanced topics are explored Subsequent chapters delve into grammar punctuation and sentence structure providing learners with the tools needed for clarity and correctness Practical chapters on reading comprehension referencing and editing ensure the development of well rounded academic proficiency Special attention is given to workplace communication making the book relevant beyond academic boundaries From writing effective emails and reports to crafting impactful CVs and notices the content is aligned with real world expectations The book is suitable for students across disciplines non native English speakers and anyone aiming to strengthen their academic writing Its user friendly format examples and clear explanations make it ideal for both classroom instruction and independent study Ultimately this book aims to foster confidence and competence in writing helping learners articulate their ideas clearly accurately and professionally

Optimizing the Nation's Investment in Academic Research National Academies of Sciences, Engineering, and Medicine, Policy and Global Affairs, Board on Higher Education and Workforce, Committee on Science, Technology, and Law, Committee on Federal Research Regulations and Reporting Requirements: A New Framework for Research Universities in the 21st Century, 2016-07-29 Research universities are critical contributors to our national research enterprise They are the principal source of a world class labor force and fundamental discoveries that enhance our lives and the lives of others around the world These institutions help to create an educated citizenry capable of making informed and crucial choices as participants in a democratic society However many are concerned that the unintended cumulative effect of federal regulations undercuts the productivity of the research enterprise and diminishes the return on the federal investment in

research Optimizing the Nation's Investment in Academic Research reviews the regulatory framework as it currently exists considers specific regulations that have placed undue and often unanticipated burdens on the research enterprise and reassesses the process by which these regulations are created reviewed and retired This review is critical to strengthen the partnership between the federal government and research institutions to maximize the creation of new knowledge and products to provide for the effective training and education of the next generation of scholars and workers and to optimize the return on the federal investment in research for the benefit of the American people **Academic Foundation'S**

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students The book takes a unique approach by focusing in the first instance on what learning and understanding means in the Western educational paradigm and how international students can develop adaptive behaviour to enable them to operate in that paradigm The elements of language development and improvement are then fitted in to that overall pedagogic approach

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