Written assignments

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 For A Academic Report

Marian Barry

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Business Communication M. K. Sehgal, 2008 Communication is the lifeblood of every business organization This book on Business Communication aims to bring about the relevance importance of communication in business It highlights the different types of formal and informal communication taking place in an organization Various forms of written and oral communication including letters memos orders interviews group discussions meetings etc have been discussed in detail Besides the importance of non verbal communication has also been elucidated Effort has been made to keep the text simple and comprehensible including a lot of examples and case studies Students exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce Management Hotel Management and MCA etc This book is not only helpful for the students of Business Communication but is also a helpful guide to those who want to improve their communication skills

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

Doing International Research Christopher Williams, 2015-05-15 This energetic and thought provoking book encourages a reflexive non nationalistic approach to doing world research and sets out how to understand plan do and use this research Williams introduces a range of frameworks from desk based studies and traditional ethnography to the use of internet satellites robots drones and big data and provides exciting interdisciplinary examples This book is presented in a clear international style and uses creative approaches to researching peoples places and world systems It explains desk based research using international data including documentaries museum objects archives data sets and working with groups such as refugees tourists and migrants distance research using online videos surveys and remote methods such as video conferencing and crowdsourcing fieldwork abroad including ethnography street observation and mapping The book is also accompanied by a website with the following features For Students Weblinks for each chapter Examples summaries templates related to text marked with Additional thinking zones An overview of data capture technologies For Lecturers Copies of all the figures and thinking zones for use in teaching material PowerPoint slides for each chapter Built upon the foundations of the author's 30 years of research experience and including original case studies from international students this is an essential guide for anyone in the social sciences using or doing international and global research Steps to *Academic Writing* Marian Barry, 2011-07-14 Textbooks for foreign speakers Scientific Method Randall K. Noon, 2009-04-27 Most failure or accident investigations begin at the end of the story after the explosion after the fire has been extinguished or after the collapse In many instances information about the last event and the starting event is known reasonably well Information about what occurred between these endpoints however is often unclear confusing and perhaps contradictory Scientific Method Applications in Failure Investigation and Forensic Science explains how scientific

investigative methods can best be used to determine why and how a particular event occurred While employing examples from forensic engineering the book uses principles and ideas applicable to most of the forensic sciences. The author examines the role of the failure investigator describes the fundamental method for investigation discusses the optimal way to organize evidence and explores the four most common reasons why some investigations fail. The book provides three case studies that exemplify proper report writing contains a special chapter profiling a criminal case by noted forensic specialist. Jon J. Nordby and offers a reading list of resources for further study Concise and illustrative this volume demonstrates how the scientific method can be applied to failure investigation in ways that avoid flawed reasoning while delivering convincing reconstruction scenarios. Investigators can pinpoint where things went wrong providing valuable information that can prevent another catastrophe.

Transparency Masters for The Gregg Reference Manual, Eighth Edition William A. Sabin, 1996

Research Methods and Statistics for Public and Nonprofit Administrators Masami Nishishiba, Matthew Jones, Mariah Kraner, 2013-09-17 The approach is well executed The problems encountered by the characters represent real life issues than administrators are faced with and the applications needed to address them Lee W Payne Stephen F Austin State University Research Methods and Statistics for Public and Nonprofit Administrators A Practical Guide is a comprehensive easy to read core text that thoroughly prepares readers to apply research methods and data analysis to the professional environments of public and non profit administration. The authors expertly incorporate original case examples to demonstrate concepts using real actors facing specific scenarios in which research methods must be applied This unique approach presented in language accessible to both students new to research as well as current practitioners guides the reader in fully understanding the research options detailed throughout the text UX Research Methods for Media and Communication Studies Angela M. Cirucci, Urszula M. Pruchniewska, 2022-02-14 A comprehensive guide to gualitative research methods in user experience UX the interaction between humans and digital products designed for media and communication students Angela M Cirucci and Urszula M Pruchniewska provide an accessible introduction to the field including the history of UX and common UX design terminology Readers are taken through the entire research design process with an outline for preparing a study including a planning template a discussion of recruitment techniques an exploration of ethics considerations and a detailed breakdown of 12 essential UX research methods The 12 methods covered include emotional journeys screenshot diaries walkthroughs contextual inquiry card sorting and usability testing with the chapter for each method including a step by step breakdown discussions of in person versus virtual procedures and a What You Need section Throughout the book useful parallels are drawn between traditional academic research methods and UX methods and special attention is paid to diversity and inclusivity This is an essential text for media and communications students wishing to become familiar with UX research methods a rapidly growing field that will open numerous exciting career paths for graduates **Introduction to Experimental Methods** Terry W. Armstrong, 2023-07-31 Introduction to Experimental Methods succinctly explains

fundamental engineering concepts in mechanics dynamics heat transfer and fluid dynamics From conceptualizing an engineering experiment to conducting a comprehensive lab this book enables students to work through the entire experimental design process Offering a complete overview of instruction for engineering lab methodology the book includes practical lab manuals for student use directly complementing the instruction Numerous worked examples and problems are presented along with several hands on experiments in individual lab manuals. This book discusses how to write lab reports how to configure a variety of instruments and equipment and how to work through failures in experimentation Introduction to Experimental Methods is intended for senior undergraduate engineering students taking courses in Experimental Methods Instructors will be able to utilize a Solutions Manual for their course Features Provides an overview of experimental methods in mechanics dynamics heat transfer and fluid dynamics Covers design of experiments instruments and statistics Discusses SolidWorks and PASCO Capstone software Includes numerous end of chapter problems and worked problems Features a Solutions Manual for instructor use Bionanotechnology Experimental Guide Young-Chul Lee, Ju-Young Moon, 2025-07-19 This book examines the fascinating field of bionanotechnology which combines biology with the design development and uses of materials at the nanoscale A thorough introduction to nanotechnology and nanomaterials emphasizing their creation characterization and biological uses is provided in the beginning of the book The basics and applications of nanotechnology in numerous scientific fields will be clearly understood by readers The integration of nanomaterials and nanotechnology in several fields including medicine development genomics microbiology proteomics animal cell culture in vitro biology testing and even cosmetics is covered in more detail in later chapters Examine how these sectors are changing as a result of nanotechnology which is opening up new possibilities for innovation and development Additionally this book strives to create a balance between complex ideas and understandable language The plain writing approach ensures accessibility without sacrificing the book s intellectual tone The explanation of complex ideas is useful and entertaining An additional chapter in this book describes the procedures for creating an academic report This book provides you the knowledge and abilities you need to effectively explain scientific discoveries whether you re a researcher scientist or student **Get Great Marks for Your Essays, Reports, and Presentations** John Germov, 2020-07-25 Not sure how to begin writing Four assignments and only four weeks to go before the deadline Then this book is for you Find out the rules of the essay writing game how to muckrake for information write drafts handle references and do analysis Discover where you win and lose marks Learn how to take the right short cuts and make the most of your time Get Great Marks for Your Essays Reports and Presentations tells you all you need to know to write successful essays and reports and create attention grabbing presentations in the social sciences and humanities This third edition is fully revised in response to readers suggestions and includes extensive coverage of online resources tips for getting the best from your computer tools and guidance on how to pitch to your audience This guide is great I had a lot of trouble passing my essays After reading this book I found I wasn t alone This book has helped me

to understand how to improve my writing It's easy to read and it's pretty cool too Student comment **Air Force Manual** United States. Department of the Air Force, 1970 The Work-Based Learning Student Handbook Ruth Helyer, Tony Wall, Ann Minton, Amy Lund, 2020-12-15 The third edition of the original full length handbook which caters to the specific needs of work based learners Compiled by work based learning experts this hands on guide helps new learners to successfully navigate academia and get the most out of their university experience Chapters show students how to make the most of learning opportunities at university and at work and how to move from individual to organisational learning Real life case studies useful tips and reflective activities are embedded throughout to enrich students learning experience This is the essential companion for all students on work based learning degrees and degree apprenticeships across a range of disciplines including business and management health and social care law sport and exercise science and tourism It will also be an invaluable resource for work based learning tutors workplace supervisors and organisations with an interest in work based learning New to this Edition Contains two new research methods chapters on planning practitioner projects and undertaking projects at work Features new material on workplace ethics Report of the President of the Johns Hopkins University, Baltimore, Maryland Johns Hopkins University, 1929 Research Methodology: A Comprehensive Guide to Tools and Techniques Dr. Urooj Ahmad Siddiqui, Dr Charu Bisaria, 2025-02-28 Research Methodology A Comprehensive Guide to Tools and Techniques is a definitive resource crafted for students scholars and professionals who seek clarity and confidence in navigating the research process Whether you are embarking on your first research project or aiming to refine your existing skills this book offers a structured and in depth exploration of research principles methods and tools across disciplines The book covers a wide range of topics from the fundamentals of research design hypothesis formulation and sampling techniques to data collection analysis and interpretation It also addresses both qualitative and quantitative methods bridging theory with practical application Each chapter is supported by real world examples case studies checklists and step by step guides to help readers conceptualize and execute their research effectively Additionally this guide provides an overview of contemporary research tools including digital platforms for data analysis survey creation citation management and visualization Emphasis is also placed on ethical considerations plagiarism prevention and strategies for effective academic writing and publishing Written in clear accessible language the book demystifies complex concepts and empowers researchers to ask the right questions choose the right methods and present their findings with integrity and impact Whether used as a textbook in academic settings or a reference manual for independent study this book is designed to equip readers with the skills and confidence needed to conduct meaningful research in an ever evolving academic and professional landscape Management Research Susan Rose, Nigel Spinks, Ana Isabel Canhoto, 2014-07-25 For many post graduate students undertaking a research project for the first time is a daunting prospect Gaining the knowledge and skills needed to do research typically has to be done alongside carrying out the project itself Students often have to conduct their research

independently perhaps with limited tutor contact What is needed in such situations is a resource that supports the new researcher on every step of the research journey from defining the project to communicating its findings Management Research Applying the Principles provides just such a resource Structured around the key stages of a research project it is designed to provide answers to the questions faced by new researchers but without neglecting the underlying principles of good research Each chapter includes next steps activities to help readers apply the content to their own live research project The companion website provides extensive resources including video tutorials to support the development of practical research skills The text reflects the richness and variety of current business and management research both in its presentation of methods and techniques and its choice of examples drawn from different subject disciplines industries and organizations Management Research Applying the Principles combines diversity of coverage with a singularity of purpose to help students complete their research project to a rigorous standard Practical Evaluation Guide Judy Diamond, Jessica I. Luke, David H. Uttal, 2009-09-16 Administrators of museums and other informal learning centers often need to demonstrate in some tangible way the effectiveness of their institutions as teaching tools Practical Evaluation Guide discusses specific methods for analyzing audience learning and behavior in museums zoos botanic gardens nature centers camps and youth programs This new edition incorporates the many advances in the burgeoning field of informal learning that have been made over the past decade Practical Evaluation Guide serves as a basic easy to follow guide for museum professionals and students who want to understand the effects of such public institutions on the people who visit them *Introduction to Psychology* Lionel Nicholas, 2009-04 Completely revised and updated this newly illustrated guide helps both licensed and student nurses apply the latest in psychological research and theory to their everyday lives Sensation perception cognitive processes and developmental psychology are among the topics discussed A brief history of the field and new information on HIV and AIDS are also included along with a CD ROM containing PowerPoint slides for each chapter **Research Methods for Sport** Management James Skinner, Aaron C.T. Smith, Daniel Read, Lauren M. Burch, Jacqueline Mueller, 2024-07-10 Now in a fully revised and updated second edition Research Methods for Sport Management provides a complete introduction to qualitative quantitative and mixed methods for sport management students and practitioners Full of real world case studies data and examples and including international perspectives throughout this book to help the reader understand the challenges of research in different social and cultural contexts this book links theory to practice highlighting the importance of research skills in the contemporary sport industry This book outlines an eight step research framework that makes the research process easy to understand and that can be followed by beginners and built upon by more advanced researchers It covers the full research process from research design and literature review to data analysis and report writing with a strong emphasis throughout this book on new digital online and social media methods. This new edition includes extended coverage of topics such as research ethics gender in research intersectional research Web 3 0 data visualization research impact and advanced

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Table of Contents Format For A Academic Report

- 1. Understanding the eBook Format For A Academic Report
 - The Rise of Digital Reading Format For A Academic Report
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Format For A Academic Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Format For A Academic Report
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Format For A Academic Report
 - Personalized Recommendations
 - Format For A Academic Report User Reviews and Ratings
 - Format For A Academic Report and Bestseller Lists
- 5. Accessing Format For A Academic Report Free and Paid eBooks

- Format For A Academic Report Public Domain eBooks
- Format For A Academic Report eBook Subscription Services
- Format For A Academic Report Budget-Friendly Options
- 6. Navigating Format For A Academic Report eBook Formats
 - o ePub, PDF, MOBI, and More
 - Format For A Academic Report Compatibility with Devices
 - Format For A Academic Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Format For A Academic Report
 - Highlighting and Note-Taking Format For A Academic Report
 - Interactive Elements Format For A Academic Report
- 8. Staying Engaged with Format For A Academic Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Format For A Academic Report
- 9. Balancing eBooks and Physical Books Format For A Academic Report
 - Benefits of a Digital Library
 - \circ Creating a Diverse Reading Collection Format For A Academic Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Format For A Academic Report
 - Setting Reading Goals Format For A Academic Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Format For A Academic Report
 - Fact-Checking eBook Content of Format For A Academic Report
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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