



REPORT PLAN

1. Cover Page:

- | | |
|--------------------------|----------|
| i. title of report | Subject: |
| ii. your name | From: |
| iii. your teacher's name | To: |
| iv. date submitted | Date: |

2. Contents Page

3. Introduction

(sometimes titled 'Context' or 'Outline')

- give background information to the report, e.g., choice of topic, choice of angle on that topic, main source/s of information
- state your Terms of Reference, e.g., nation, country, state where the topic is located, period of time you are referring to, any limits set to your study

4. Summary

- what is the issue investigated (be specific, set limits)?
- in a short summary (extended sentence to brief paragraph), describe the most interesting aspect of the issue investigated

5. Text of Report (body)

- use headings for each section
- define your terms
- give points in logical order
 - include examples of statistics, anecdotes, examples, to illustrate
 - include diagrams, maps, and charts...
- information should be relevant to topic and terms of reference
- try to keep balance between the different sections
- if you refer to other material (e.g., timetables, pamphlets, brochures, leaflets, and questionnaires) to include a copy in Appendices
- include footnotes if these are relevant
- if quotes are included directly from one of your references
 - indent
 - use quotation marks
 - show the name of the author, year of publication, in brackets at the end of the quotation

6. Conclusion/s

- list the main findings from your investigation
- number each one separately
- use a short sentence (not just point form) to describe each

7. Recommendations

- suggest solutions, outcomes, remedies to the problem/topic
- suggest improvements, actions

8. References / Bibliography

9. Glossary

10. Index

11. Appendix

N.B. Each of these eleven sections must begin on a new page.

