Writing a Research Report

Section	Content
Cover page	Student name and assignment details.
Table of contents	List of main sections and sub-sections, with page numbers, including tables, illustrations, reference list, and appendices.
Abstract	A one-paragraph overview of aims, methods, results, and conclusions. OR One or more pages divided into the same sections as the report.
Introduction	Research aims and objectives, including any hypothesis. Rationale for the study, i.e., why the issues for investigation were important or significant. Might define technical or specialist terms. Outlines scope of the report. Briefly states how report is organised.
Background to study: Literature Review How your study fits in	Survey of key literature: summary of major themes, concepts and/or trends. Situates current research in relation to existing literature; e.g., how it will add to current knowledge, or address existing gap.
Methods: How the study was carried out; how data was analysed	Gives precise details of methods and procedures, e.g., • study's participants, and how they were chosen; • data collection methods (e.g. surveys, interviews, questionnaires, personal observation, case study); • process of ethical consent if applicable. • data analysis methods.
Results*	Presents results objectively, without discussion. Can include explanatory or supporting data (e.g., extracts from interviews). Include illustrations, figures or tables.
Discussion* (*Results and Discussion might be combined)	Evaluation and discussion of results. Comments on significant findings, and implications. Might also include: •whether any initial hypothesis was supported; •whether or not the findings met the aims of the study; •a comparison of your findings with other research; •limitations, flaws or problems in study design or methods.
Conclusion	Clearly and concise conclusion to study. Briefly re-states how well the study design met the study's aims. Emphasises major findings and implications of findings as addressed in discussion section. Briefly re-caps any faults or limitations covered in full in the discussion section. If applicable, suggests future research directions.
Recommendations (if applicable)	Summarises and lists in order of importance. Might also be numbered.
References	Alphabetical list of references. Start on new page, attach to end of report, before appendices.
Appendices	Relevant and necessary material not included elsewhere, e.g., copy of questionnaires or survey forms; participant consent form; large tables referred to but not included in the body of report; raw data. Start each appendix on a new page.