



# Report Writing Skills

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# Objectives

- To learn techniques of writing a report
- To investigate and search for information effectively
- To present information accurately and appropriately
- To master the topics required for debating



# Report

“An account given of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body.”

*English Oxford Dictionaries*

**A written piece of information about a subject.**

# Why reporting?

- To provide and share useful trusted information
- To keep a record of events/ decisions/ findings/ analyses



# Types of Reports

- Research report
- Lab report
- Book report
- News report
- Business report
- Meeting minutes
- Proposal reports



# Structure of Report

- Title page
- Summary (Abstract)
- Table of contents
- **Introduction**
- **Body** (main sections/ discussion/ results/ methods)
- **Conclusion**
- References
- Appendices







# Main parts of a Report

**Body:** this is the middle part of the report which comprises the main information, data, discussions, analyses, methods, examples and findings. It includes sections and subsections.



# Main parts of a Report

**Conclusion:** the paragraph that wraps everything up. It gives the summary of the most important points. A strong conclusion makes the readers feel satisfied that the writer presented a complete and effective report. No new information or materials should be presented here.



# Main parts in brief

## Introduction

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- What will this report be about?
- What is my purpose for writing it?
- What will I be answering, explaining or proving?

## Body

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- What facts and details do I need to share?
- How can I prove that my ideas are correct?
- What are my results?

## Conclusion

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- What was my main idea or statement?
  - Did I answer the question, explain the subject, or prove the argument?
  - Is there a point I want people to remember?
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# Good vs Bad Reports

## Good

- Concise and accurate information
- Relevant data and details
- Well-structured (all parts included)
- Clear aims and purposes
- Correct wordings and formatting

## Bad

- Too much information
- Not enough information
- Irrelevant data and details
- No structure
- No introduction
- No conclusion
- No aim or purpose
- Language issues
- Formatting issues
- Wrong information

# Planning a Report

- Selecting a Topic
- Making a list of useful keywords
- Searching for sources and saving them
- Reading them
- Reading more and more
- Developing an outline
- Formulate a thesis statement
- Writing first draft, second draft, third, fourth, ...final draft
- Proofreading



# Topics

- Should social networking sites be banned in offices & colleges?
- Are Degrees necessary for being successful?
- Social Networking Sites Killing Email - True or False?
- Should engineering drawing be taught to every engineering student?
- Are newspapers dying?
- Higher Education here or abroad?
- Do marks define the capability of a student?
- Is English necessary to get developed?
- Do women make better teachers than men?
- Does Facebook consume a lot of your productive time?
- Can a business grow big without being corrupt?
- Effects of technology on communication in modern society.

# Tips for Referencing and Citation

- Give a reference to cited materials      **(Documentation)**
- Citing without references      **(Plagiarism)**
- APA, MLA, Harvard, Chicago style, Oxford, etc.      **(Styles)**

<http://pitt.libguides.com/citationhelp/ieee>



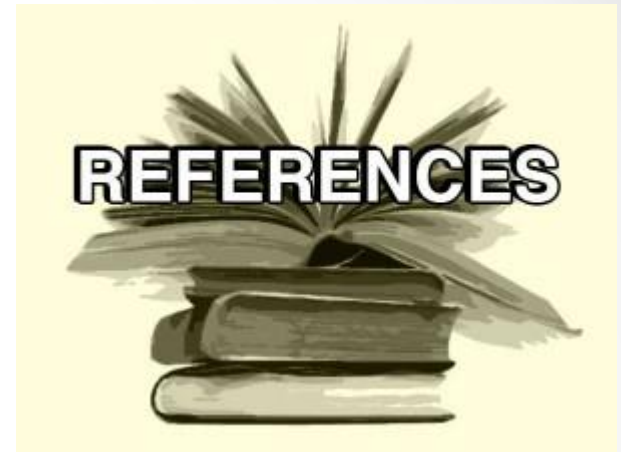
## Example:

**Inside text:** (Greenhall, 2010: 15)

Greenhall (2010: 15) stated that ....

According to Greenhall (2010: 15), .....

**In the list of references:** Greenhall, M. (2010). *Report Writing Skills Training Course*. Lancashire: Universe of Learning Ltd.



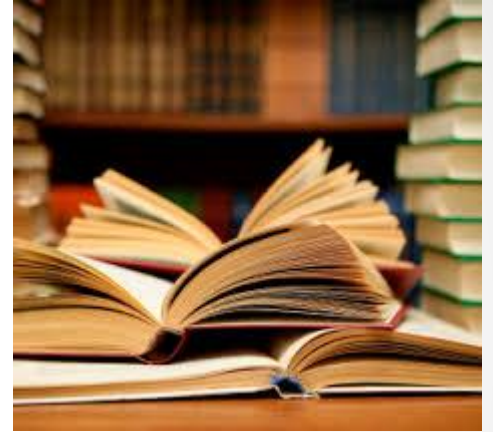
# Writing strategies to avoid plagiarism

- **Quotations:** texts taken word for word from a source enclosed between quotation marks “...”
- **Paraphrasing:** presenting a text in your own words. The paraphrased text is usually shorter than the original source.
- **Summarizing:** presenting the main point(s) of a text in your own words. The summary of a text is very short and gives the broad meaning only.

In all the original author(s) must be provided.

# More tips

- Brainstorm the topic
- Take notes
- Write meaningful complete sentences
- Avoid very long sentences
- Present one theme per paragraph
- Use simple language and avoid jargons
- Read



# Guidelines for assignment

- 3-5 page paper
- 4-7 sources (books, articles or websites)
- 700-1000 words
- Format: visit lecture notes



# References

- Greenhall, M. (2010). *Report Writing Skills Training Course*. Lancashire: Universe of Learning Ltd.
- Harris, R. A. (2017). *Using Sources Effectively: Strengthening Your Writing and Avoiding Plagiarism*. 5<sup>th</sup> edn. New York: Taylor & Francis.
- Roy, J. R. (2012). *Sharpen Your Report Writing Skills*. NJ: Enslow Publishers Inc.
- Silyn-Roberts, H. (2000). *Writing for Science and Engineering: Papers Presentations and Reports*. Oxford: Butterworth-Heinemann.