

Reports Writing

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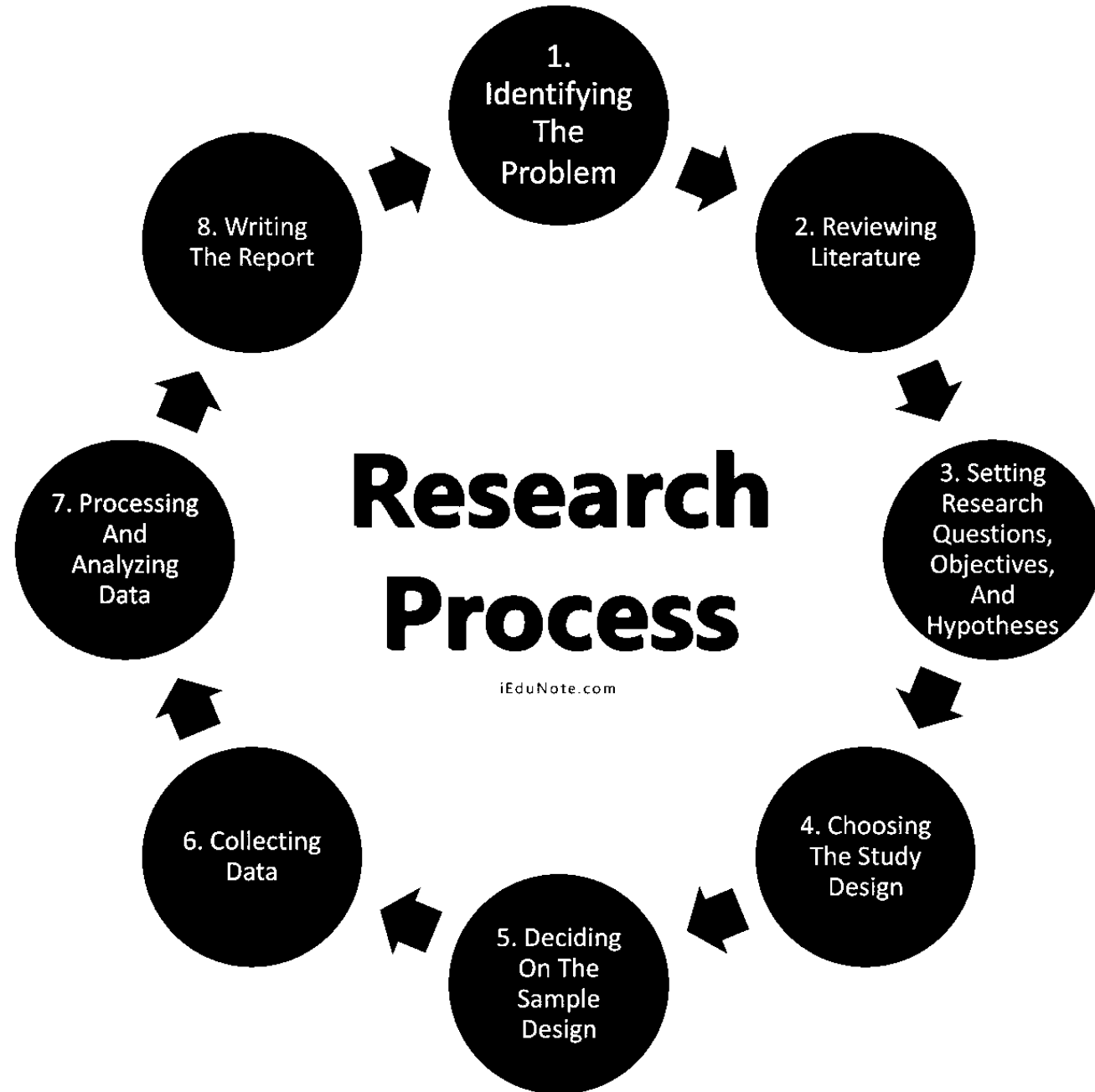
PhD Microbial Physiology

Types of reports

- There are a few different types of reports. The common types of reports in academia are:
 - **Academic report:** Tests a student's comprehension of the subject matter, such as book reports, reports on historical events, and biographies
 - **Scientific reports:** Shares research findings, such as research papers and case studies, typically in science journals

Research project implementation stages

1. Identifying the problem.
2. Reviewing literature.
3. Setting research questions, objectives, and hypotheses.
4. Choosing the study design.
5. Deciding on the sample design.
6. Collecting data.
7. Processing and analyzing data.
8. Writing the report.



What is the structure of a report?

- Most reports follow this basic template:
- **summary:** summary is a separate section that summarizes the findings in your report so readers know what to expect.
- **Introduction:** [introduction](#) explains the overall topic that you're about to discuss,
- **Body:** The body of the report explains all your major discoveries, broken up into headings and subheadings. The body makes up the majority of the entire report; whereas the introduction and conclusion are just a few paragraphs each, the body can go on for pages.
- **Conclusion:** The [conclusion](#) is where you bring together all the information in your report and come to a definitive interpretation or judgment. This is usually where the author inputs their own personal opinions or inferences.

Structure of a scientific report

1. Title
2. Author(s) name(s) and affiliation(s)
3. Abstract and keywords
4. Introduction / Goals or aims of the study (periodicals: research questions)
5. Theoretical framework / literature review (periodicals: research questions)
6. Research questions (dissertation)
7. Method
 - 7.1 Sample, participants
 - 7.2 Measures / instruments
 - 7.3 Procedure
 - 7.4 Statistical analyses
8. Results
9. Conclusion(s) and/or Summary
10. Discussion
11. Acknowledgements / credits
12. References
13. Appendix(es)

What should be included in a report?

- **Title page:** Official reports often use a title page to keep things organized; if a person has to read multiple reports, title pages make them easier to keep track of.
- **Table of contents:** Just like in books, the table of contents helps readers go directly to the section they're interested in, allowing for faster browsing.
- **Page numbering:** A common courtesy if you're writing a longer report, page numbering makes sure the pages are in order in the case of mix-ups or misprints.
- **Headings and subheadings:** Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.
- **Citations:** If you're citing information from another source, the citations guidelines tell you the recommended format.
- **Works cited page:** A bibliography at the end of the report lists credits and the legal information for the other sources you got information from.

Title, Author,
Abstract,
Keywords

- Descriptive information that lets readers search for an article.

Introduction

- What is the context for this project?
- How does it fit in with other research on the topic?
- *What is the research question?*

WHY?

Methods

- What did the author(s) do to answer the research question?

HOW?

Results

- What was the answer to the question?
- This is often shown in tables and figures.

WHAT?

Discussion/
Conclusion

- What is the significance of this project?
- How does it fit in with what else is known about the topic?

SO WHAT?

References

- Materials the author(s) cited when writing this paper.

How to write a report in 7 steps

1. Choose a topic based on the assignment: Try to pick a topic that fits these two criteria:
 1. There's adequate information:
 2. It's something you're interested in:
2. Conduct research: Find as much as possible of information.
3. Write a thesis statement: the thesis statement summarizes the main point of your writing.
4. Prepare an outline: Writing an outline is recommended for a5 Write a rough draft:
5. Revise and edit your report
6. Proofread and check for mistakes

- [sample review report.pdf](#)
- Thesis example
- [ETD-2019-10093 \(2\).pdf](#)