

# **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.**

# Samples Of Academic Report

**University of Michigan**

The logo of the University of Michigan, featuring a red circular emblem with a white 'U' and 'M' inside, positioned to the right of the text.

## **Samples Of Academic Report:**

The President's Report to the Board of Regents for the Academic Year ... Financial Statement for the Fiscal Year  
University of Michigan,1890      **Annual Report of the President of Stanford University for the ... Academic Year Ending ...** Stanford University,1908 Contains annual financial report reports of schools departments committees other administrative offices and publications of the faculty      **Summary Report for SubSea and SubSurface Oil and Dispersant Detection: Sampling and Monitoring** ,2010 The purpose of this report is to provide the Federal On Scene Coordinator for the Deepwater Horizon MC252 Spill of National Significance with sufficient information to determine the presense or absence of sub surface oil and dispersants amenable to removal actions under the provisions of the Clean Water Act the Oil Pollution Act of 1990 and the National Oil and Hazardous Substances Pollution Contingency Plan Executive summary      **Psychoeducational Assessment and Report Writing** Stefan C. Dombrowski,2014-11-10 This textbook provides in depth instruction for conducting psychoeducational assessments of children in grades K 12 and conveying results through detailed well written reports It takes readers step by step through the assessment process collecting data writing reports and communicating conclusions for students with conditions spanning the range of IDEA classifications such as autism learning disabilities emotional disturbances and conditions covered by Section 504 The book offers not only a broad understanding of assessment and communication skills but also of the ethical legal cultural and professional considerations that come with psychoeducational evaluation And its sample reports model clear well organized results accessible to parents and caregivers as well as teachers and colleagues Key areas of coverage include Assessment basics the testing environment and protocols interviewing and observation Report writing section by section from reason for referral to summary and recommendations Guidelines for oral reporting with case examples Special issues in psychoeducational assessment and report writing Sample psychoeducational reports using this framework Psychoeducational Assessment and Report Writing is an essential text for graduate students researchers professors and professionals in child and school psychology assessment testing and evaluation social work and psychological methods evaluation      **Increasing the participation of special needs students in NAEP a report on 1996 NAEP research activities** ,      Technical Documentary Report PRL-TDR  
United States. Air Force. Aerospace Medical Division. Personnel Research Laboratory, Lackland Air Force Base, Texas,1966  
*Handbook of Research Methods in Public Administration* Sondra Brandler,Camille P. Roman,2007-11-14 Describing new techniques and novel applications Handbook of Research Methods in Public Administration Second Edition demonstrates the use of tools designed to meet the increased complexity of problems in government and non profit organizations with ever more rigorous and systematic research It presents detailed information on conceptuali      Technical Report ,1953  
**Essentials of Assessment Report Writing** W. Joel Schneider,Elizabeth O. Lichtenberger,Nancy Mather,Nadeen L. Kaufman,2018-08-24 The bestselling guide to reporting writing updated and reworked for today s practice Essentials of

Assessment Report Writing offers effective solutions to the creation of reader friendly yet targeted psychological and educational assessment reports Parents clinicians clients and other readers need more than test by test descriptions they need an accessible analysis of the entire situation to determine their next steps This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills With a focus on current practice this new second edition covers DSM 5 updates and the latest assessment instruments including the WJ IV WISC V WAIS IV KTEA 3 and the CAS2 New discussion includes advice on tailoring the report to the audience and annotated case reports provide illustrative models of effective report styles interpretation and analysis Key concepts are highlighted for quick reference throughout and end of chapter questions help reinforce understanding Reporting styles vary widely within the field in both content and style there is no definitive standard but many reports fail to reflect best practices and therefore prove less than useful to the reader This book provides expert guidance throughout the reporting process to help practitioners provide high quality accessible reports Integrate assessment results to provide a person centered report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader s experience Provide an accurate informative and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication Because this report will be used to inform treatment intervention and ultimately the client s quality of life it is critical that it provides clear informative guidance in a way that readers can understand Essentials of Assessment Report Writing provides comprehensive guidelines for navigating through the report writing process      **Statistics Alive!** Wendy J.

Steinberg,Matthew Price,2020-07-23 Statistics need not be dull and dry Engage and inspire your students with Statistics Alive Presenting essential content on statistical analysis in short digestible modules this text is written in a conversational tone with anecdotal stories and light hearted humor it s an enjoyable read that will ensure your students are always prepared for class Students are shown the underlying logic to what they re learning and well crafted practice and self check features help ensure that that new knowledge sticks Coverage of probability theory and mathematical proofs is complemented by expanded conceptual coverage In the Third Edition new coauthor Matthew Price includes simplified practice problems and increased coverage of conceptual statistics integrated discussions of effect size with hypothesis testing and new coverage of ethical practices for conducting research Give your students the SAGE Edge SAGE Edge offers a robust online environment featuring an impressive array of free tools and resources for review study and further exploration keeping both instructors and students on the cutting edge of teaching and learning      **2004 national study of postsecondary faculty (NSOPF:04) methodology report technical report.** ,2006      **Report 28: Characterisation of Old Mortars with Respect to their Repair - State-of-the-Art Report of RILEM Technical Committee 167-COM** C. Groot,G. Ashall,J. Hughes,2007      **The NAEP 1994 Technical Report** Nancy L. Allen,1997      **The President's Report to the Board of Regents for the**

**Academic Year ...** University of Michigan,1895      **Technical Report and Data File User's Manual for the 1992**  
**National Adult Literacy Survey** ,2001      **Apollo 15: Preliminary Science Report** Manned Spacecraft Center  
 (U.S.),1972 The Apollo 15 mission was the first of the Apollo missions to utilize the full capability of a complex set of  
 spacecraft and launch vehicles provided results that furnish many new insights into lunar history and structure Perhaps most  
 important of all this mission provided results that give a meaningful overall picture of the Moon The scientific endeavors of  
 the Apollo 15 mission can be divided into three distinct kinds of activities 1 the orbital experiments 2 the package of lunar  
 surface experiments and 3 the surface sampling and observation p xi      **The NAEP ... Technical Report** ,1992      Interim  
Report to Congress National Assessment of Vocational Education (U.S.),1994      **Annual Report of the Agricultural**  
**Experiment Station of the University of Wisconsin for the Year ...** University of Wisconsin. Agricultural Experiment  
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