

**Report Writing Format For College Students**

**Title Page**

* Title of the Report
* Prepared for: [Instructor's/Professor's Name]
* Prepared by: [Your Name]
* Course Name and Number
* Date of Submission

**Table of Contents**

* List of sections, tables, and figures with page numbers.

**Abstract/Executive Summary**

* A brief overview of the report's purpose, methodology, findings, and conclusions (usually 100-200 words).

**Introduction**

* Background information on the topic.
* Purpose of the report.
* Scope of the report.
* Brief overview of what the report will cover.

**Methodology**

* Explanation of the methods used to gather information or data for the report.
* Description of any tools, techniques, or approaches utilized.

**Findings/Results**

* Presentation of the data or information found during research.
* Use of charts, graphs, or tables to illustrate key points.

**Analysis/Discussion**

* Interpretation of the findings.
* Discussion of how the results relate to the topic or research questions.
* Any unexpected results and possible explanations.

**Conclusion**

* Summary of the main findings and analysis.
* How the findings address the report's purpose.

**Recommendations (if applicable)**

* Suggestions for action based on the findings and analysis.
* Could be directed at specific groups or individuals.

**References**

* List of all sources cited in the report, formatted according to the appropriate academic style guide (e.g., APA, MLA).

**Appendices (if necessary)**

* Additional material that supports the report's content (e.g., raw data, detailed analyses, full survey/questionnaire).