
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.

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- 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).