WRITING ADVANCED REPORTS
Advanced Formal Report Format

Letter of Transmittal (if required)
Title page
Executive Summary
Table of Contents
List of Figures (if required)
1. Introduction
2. Findings/Discussion (main body)
3. Conclusion
4. Recommendations (if required)
Reference List and/or Bibliography
Appendices (if required)

The structure of a report will vary with the requirements of the task.
Carefully consider what needs to be included.
Letter of Transmittal

A brief formal cover letter to the person who requested the report, including:

- The purpose of the letter (e.g. Please find attached the report you requested ….)
- Who wrote the report and the report’s purpose
- A very brief summary of the main findings of the report and any important issues to consider

The letter provides a formal record of when report was sent.

These letters are often not required in reports written for assessments. Use the University of Canberra link below to find an example letter.

Include the following:

- title of the report
- your name and student number
- name of Lecturer or tutor for whom it was written
- subject name and code
- date of submission

Note: always include your full name and student ID in the header or footer of your assessments

The Melbourne Grand Prix Motivations and Impacts

CASE STUDY REPORT
Assessment 3

Prepared by: Joanna Pham
Student ID: 2002000

Prepared for: Effie Lagos
Lecturer EVE502
The Events Industry

1 October 2015

Fictional example
An executive summary (or abstract or summary) is an overview of the whole report including:

- Purpose of the report
- Main findings
- Conclusions drawn
- Major recommendations

Write it last

Approximately 100-300 words. Maximum one page

Information can be cut and pasted from within the report
Table of Contents

- List section titles
- Include page numbers
- Standard page numbering starts with the Introduction
- Use Roman numerals for front matter (executive summary, list of figures/tables etc.)
- Can be inserted automatically using MS Word

Fictional example
The List of Figures contains the names and page numbers of all charts, graphs, diagrams or other illustrations in the report.

Add a separate List of Tables if many tables are used.

The List goes after the Table of Contents, or, if short, can be added as the last item(s) in the Table of Contents.

Fictional example

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List of Figures

Figure 1: Contribution to employment 2010-2015 .......... 1
Figure 2: Relative impacts of mega-events ................... 2
Figure 3: Attendees enjoying the Grand Prix ............... 3
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Introduction

Clearly states:

- what the report is about
- the aim/purpose
- scope (what the report will cover)
- limitations (if available information, research assistance, time etc. has limited the research)
- method of research (if required)
- necessary background
Findings (main section with headings)

Covers the research done and what you found

- Divided into sections using **headings** and **sub-headings**.
- May require all or some of the following sections:
  - Background
  - Literature review
  - Methodology (method of data collection)
  - Findings
  - Discussion
- May include graphs, tables and diagrams
Graphics

- These are graphs, diagrams, photos and tables

- Number the graphics and give them a short title

- Explain any graphs, diagram or photos (known as Figures) or table (known as Table) in your discussion
  E.g. “Figure 3 (below) shows the number of domestic and international tourists to Lorne in the last 5 years”

- Put an in-text citation for the graphic in the body of the text and full reference in the reference list, if it came from another source
Conclusion

- Summarise significance and main points of the findings
- May discuss and interpret findings
- No new ideas or findings
Recommendations

- Suggest possible actions as a result of the conclusions, e.g.:
  - who should take action
  - what should be done
  - when and how it should be done

- Usually in dot points or numbered

- Not always required
References

- List sources used: journal articles, web sites, books, magazines etc.
- Ensure all items in reference list match with an in-text citation
- Use the WAI APA referencing guide, found here

Note:
Use the heading ‘Bibliography’ (not References) if you have not used in-text citations
Appendices

- Extra information that is too detailed to include in the body of the report. For example,
  - Graphs or charts
  - Tables and other statistics,
  - Questionnaires used
  - Photos
  - Brochures

- Make sure you refer to appendices in the body of your report. E.g.:
  “Appendix C contains the YXY shareholder account growth rates. The rates are high. The increasing growth rate of accounts will significantly affect the valuation of the company”.

- Number appendices in the order they are mentioned in the text

- Not always required
- Not included in word count
Sources for this presentation

