

## Report-Writing Instructions and Checklist

**Report Writing** is a unique way to communicate information. While it requires research and investigation, it does not require a personal opinion and is written in third-person voice. Reports are to be written in a succinct and brief manner. Its purpose is to provide pertinent data and statistics to inform the reader of the issue and the facts that accompany it. While you are researching, constantly review your collected information in order to choose the most convincing points.

- Most reports consist of the following parts: introduction, body and conclusion
- The Introduction addresses the subject of your report and defines its message. Introductions are designed to grab the readers' attention, set up the topic and state the purpose of the paper. Remember to cover the 5Ws and H within the introduction.
- The Body presents relevant arguments and uses references to support these arguments. As it includes the bulk of information, the body should be subdivided into different paragraphs, each dealing with a different aspect of the subject. Impress the reader with your knowledge of the facts; tell about the causes and consequences of the issue. Use statistics to support the facts and choose examples that connect to your statements. It is acceptable to use subheading titles to divide these paragraphs.
- The Conclusion connects all of the information and evidence presented in the body.
- Your report is to include one image with a caption (that includes APA in-text citation) that describes your issue.
- Your report is to include one map with a caption (that includes APA in-text citation) that connects to your issue.
- References are provided on a separate page, with the title, References



Figure 1 illustrates the aftermath of the tsunami in Indonesia in 2004. (Sieczkowski, 2011)



Figure 2 presents the impact of the tsunami. (WorldAtlas.com, 2011)

