

Report Writing

Reports are normally structured into formal sections, which enables the person reading it to very easily go to the information they need – this differs from an essay, which is written in a single narrative style from start to finish.

You will use a mixture of descriptive and analytical writing, for example, the method and result sections are mainly descriptive; the discussion section should be analytical.

Click this link for more information on the [structure of reports](#) from LearnHigher.

How do reports differ from essays?

Reports are...	Essays are...
<ul style="list-style-type: none"> • Formally structured • Informative and fact-based • Written with a specific purpose and reader in mind • Written in a style appropriate to each section • Always include section headings • Sometimes use bullet points • Often include tables or graphs • Offer recommendations for action 	<ul style="list-style-type: none"> • Semi-structured • Argumentative and idea-based • Not written with a specific reader in mind • Written in single narrative style throughout • Usually do not include sub-headings • Usually do not include bullet points • Rarely include tables or graphs • Offer conclusions about a question

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