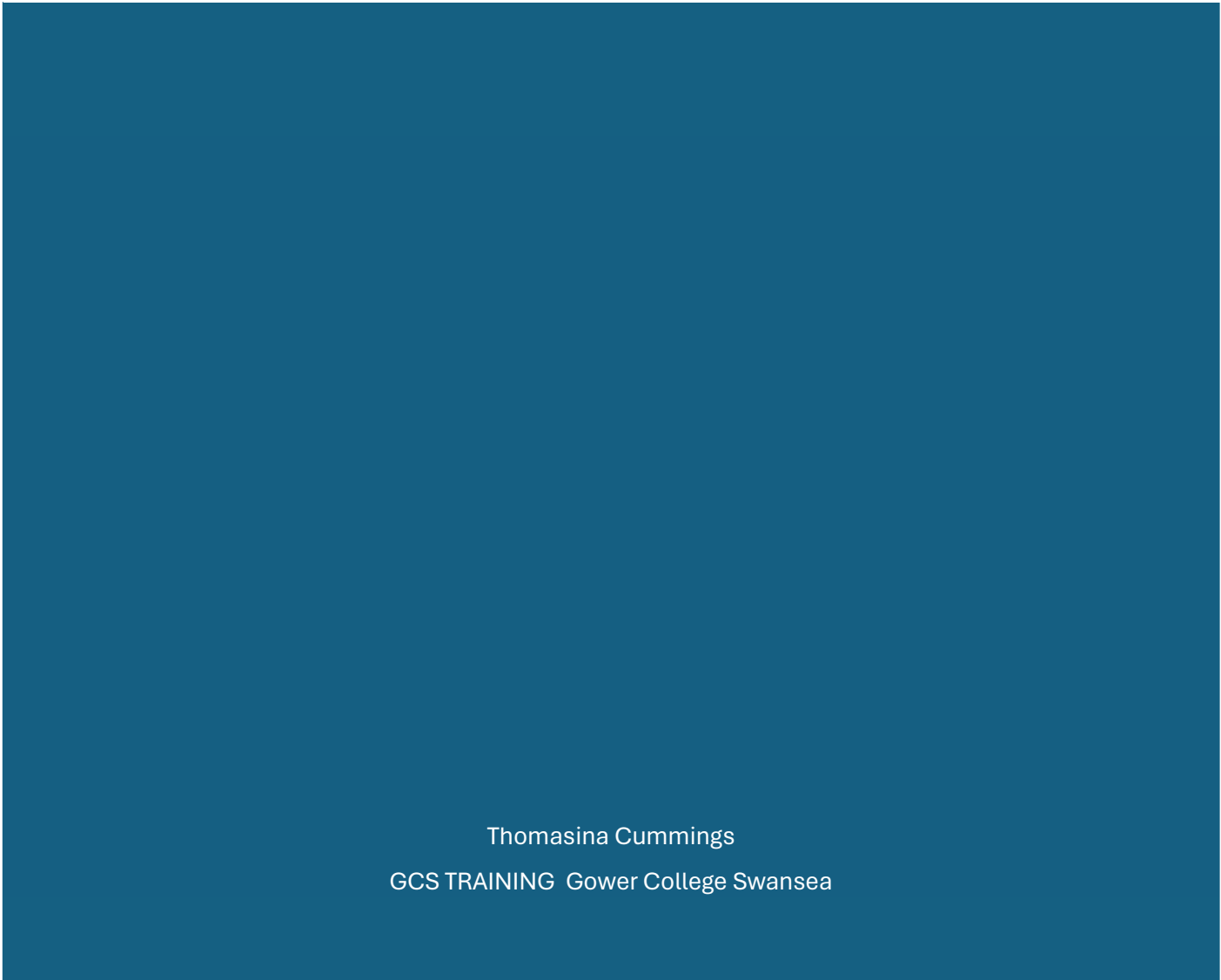




# REPORT WRITING

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## Report Writing Tutorial

The following tutorial will teach you how to use Word to create a report, and will include instructions for the following:

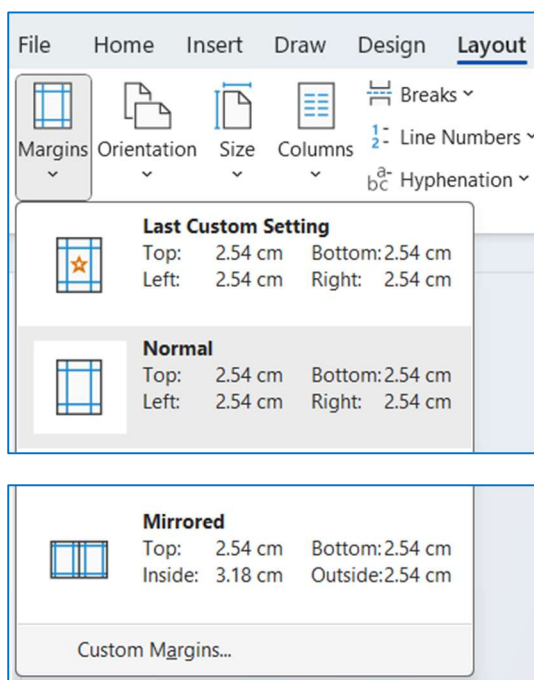
- Title Page
- Table of Contents
- Table of Figures
- Executive Summary
- Introduction
- Body (methods, findings, research, results)
- Conclusions
- References
- Appendix (singular) / Appendices (plural)

### General Layout Rules

On reports that are less than 5 pages in length, you may not need to include a Table of Contents, a Table of figures, or an Executive Summary.

Traditionally, Times New Roman, Size 12 was recommended for reports. However, these days, many organisations suggest sans serif fonts. Margins should be 1" or 2.5 cm all round. Margins, by default in Word, are set to this.

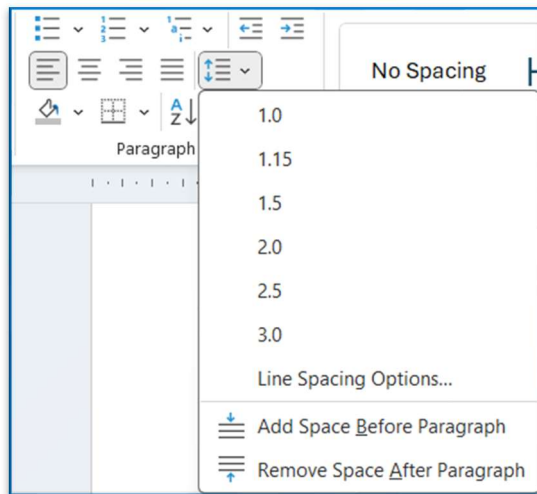
If the report is being bound, you may increase this to 2" or 5 cm on the left-hand side. Margins can be set manually using the Custom Margins option from the bottom of the Margin Button, which is on the Layout Tab.



**Remember, these are general rules, and you should ultimately be guided by your organisation's style guide.**

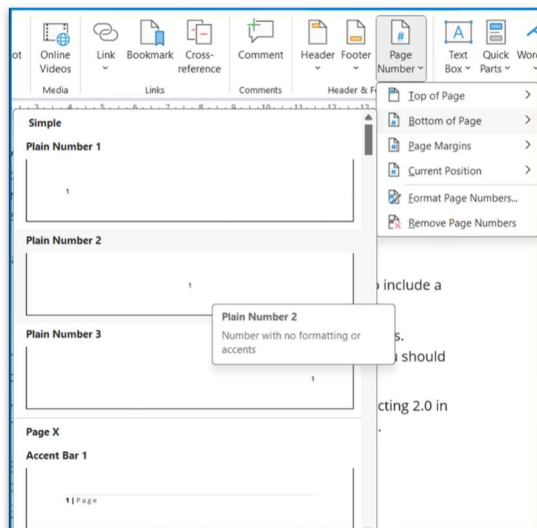
## Report Writing Tutorial

Double line spacing is most commonly used. This can be set by selecting 2.0 in the Home Tab, Paragraph Group, Line and Paragraph Space options.



It is common practice to leave a single blank line between paragraphs.

Page numbers should be centred in the bottom of the page. This can be set from the Insert Tab by selecting the dropdown below the Page Number Button (in the Header & Footer group). Plain Number 2 is the current name for this option.



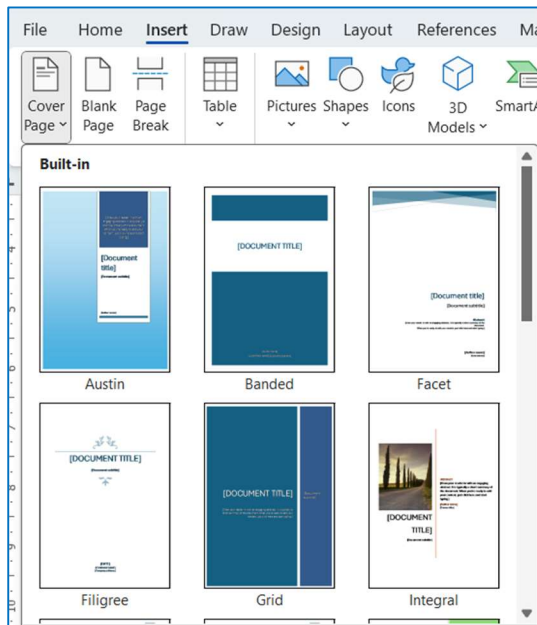
When writing you should avoid informal words and phrases. You should avoid first person pronouns (I, me, we, our) and second person pronouns (you). Try instead to use phrases like, "This report will" or "The author of this report suggests".

You should also minimise the use of adverbs and adjectives (descriptors).

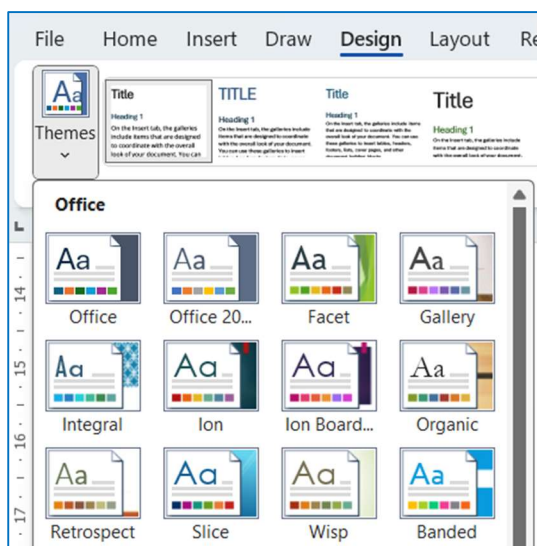
Tone should be formal and professional at all times.

### Title Page

A title page should contain a title, a subtitle, an author, and an organisation listed. The title page should also have a page number. Styled cover pages can be inserted using the Cover Page dropdown options on the Layout Tab.



The colour options presented will vary depending on the Theme set on the Design Tab.

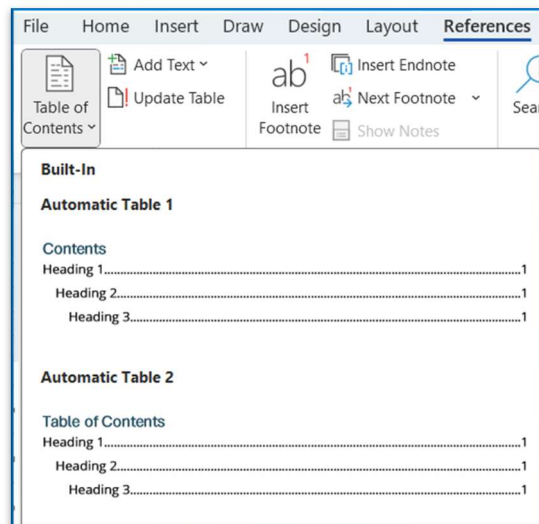


### Header

In the header, you should have a shortened title (no more than 50 characters including spaces). This should appear on every page. Double click the header area to enter your header. Double click the body of the document to leave the header.

## Table of Contents

A table of contents can be added from the References Tab, using the Table of Contents button. It is often easier to add this at the end once your document is finalised.

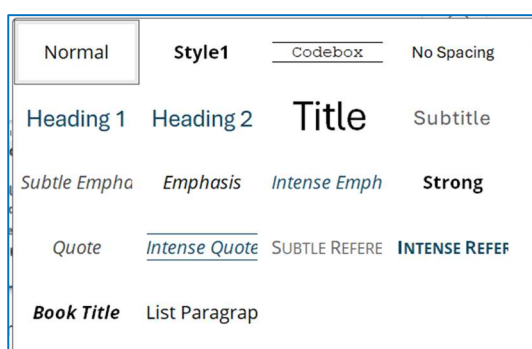


If you make any edits after adding the Table of Contents, you can click the title to update and reflect the changes made.

In order for your content to appear in a Table of Contents, it must be formatted using Styles from the Home Tab.

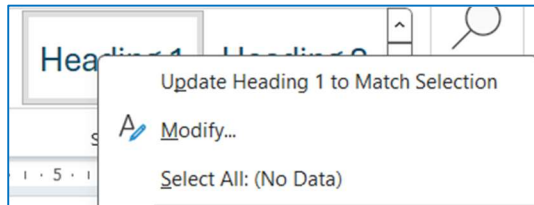
Headings should be selected and formatted using Heading 1 Style.

Sub headings should be selected and formatted using Heading 2 Style.



## Report Writing Tutorial

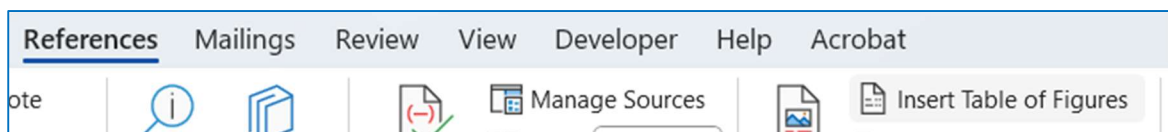
If the colour or font is not in keeping with the style of your report, you can make changes to the heading, select the newly formatted heading, then right click on the style you originally used to update it using the Update Heading to Match Selection option.



The Heading 1 Style will be updated to use your chosen style from this point forward. Any headings that have already been formatted in this style will be automatically updated to match. Styles produce a consistent appearance and updating them is more efficient than manually changing multiple headings.

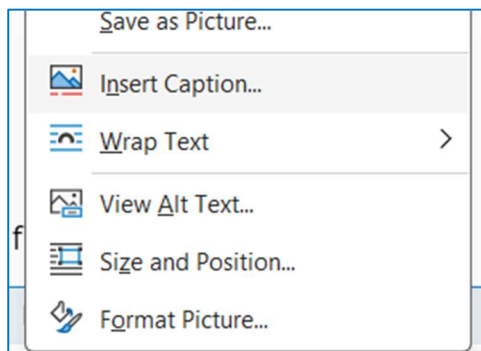
## Table of Figures

A table of figures can also be added from the References Tab:



In order for it to list figures, all images must have a caption.

After adding images, you can right click on it and select Insert Caption from the Context menu.



Captions will usually be prefixed with Figure 1, Figure 2. You will need to manually add a space after the prefix to avoid it becoming part of the label.

### Executive Summary

For scientific papers, this would be replaced by an abstract. An executive summary is a brief overview of the report, which restates the main points. It will be used by personnel who need to access the information quickly and efficiently but who are too busy to read the whole report.

An abstract, in a similar vein, is a highly condensed overview of 250 words or less.

### Introduction

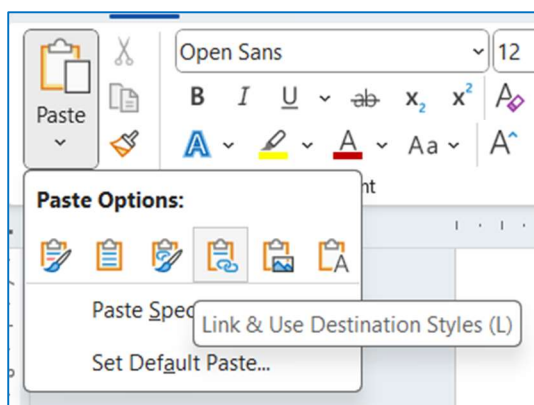
An introduction announces the purpose of the report, an overview of the topic, coverage, methodology, and key points. However, it does not contain a conclusion or any details about the evidence used to reach those conclusions.

### Body (methods, findings, research, results)

When writing content for the body of your document, use appropriate paragraphs and make good use of white space. Leave one line space between paragraphs, add captions to all images, avoid 'flowery' content and stick to the facts without exaggeration or expansion. Finally, remember the rules from above regarding formal writing.

The body may also contain charts, tables, and diagrams. These can be inserted from the Insert Tab, or you can copy and paste them into position.

If you are linking to data from an external source, and there is a possibility that this data will change before publication, you can select Link and Use Destination Styles, from the paste dropdown options.



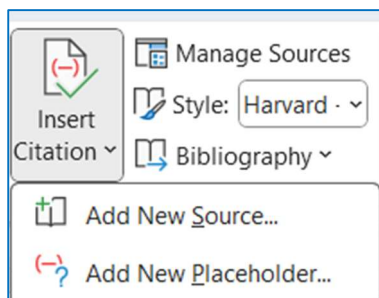
## Conclusions

The conclusions reached should be clearly outlined in your conclusions sections. For personnel who are short on time, the introduction and conclusion should provide a succinct summary of the report. For personnel who are even shorter on time, the abstract should summarise both of these parts.

## References

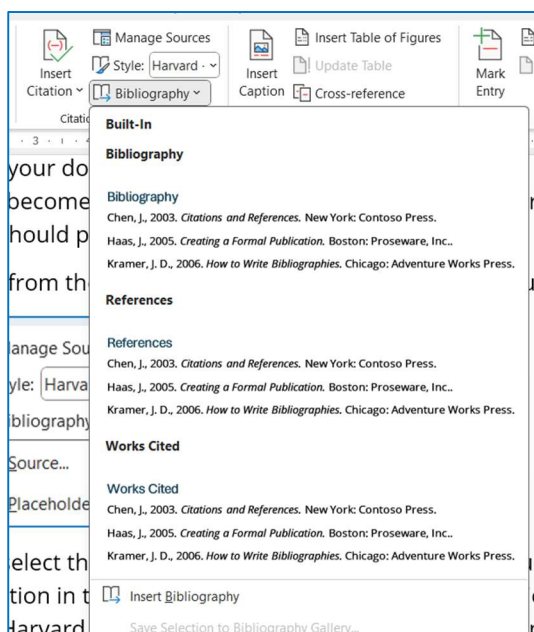
Throughout your document you should be careful to use your own words. If, at any point, it becomes necessary to quote someone else, or paraphrase their words, you should provide a citation to the original source.

This is done from the References Tab, by clicking Add New Source.



You should select the source type and complete the form in full. This will place an inline citation in the document. The style of the inline citation can be changed to Harvard, APA or Chicago as per the organisation's preference.

At the end of the document, you should revisit the References Tab, and add a Bibliography, References or Works Cited section. You will be able to choose from three titles, but the content will remain the same.



### Appendices

The appendix comes after the References are added and contains additional information such as raw data, transcripts, technical papers, diagrams, computer code, or any specifications that are required for full context but are unlikely to be required by the average reader.

### Exercises

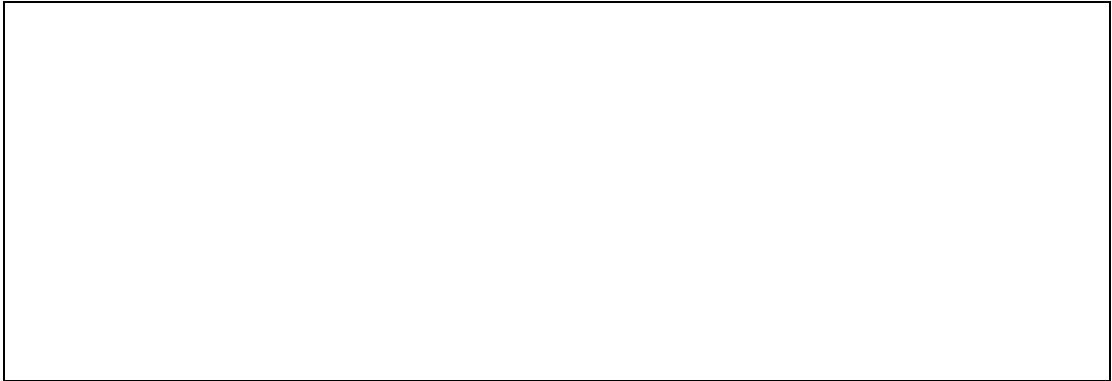
Write the following informal paragraphs using formal language:

1. (Introduction) Hey everyone! So, I've got some news. Our sales have been pretty awesome this quarter. We totally crushed it! The numbers are off the charts. High-fives all around!

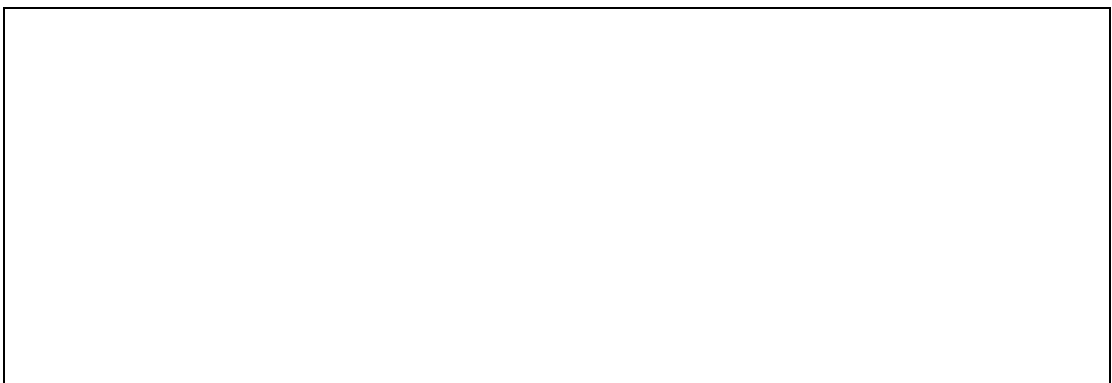
2. (Background) Okay, so here's the deal. We've been working on this project for a while now. It's been a bit of a rollercoaster, but we're finally getting somewhere. Let me break it down for you.

## Report Writing Tutorial

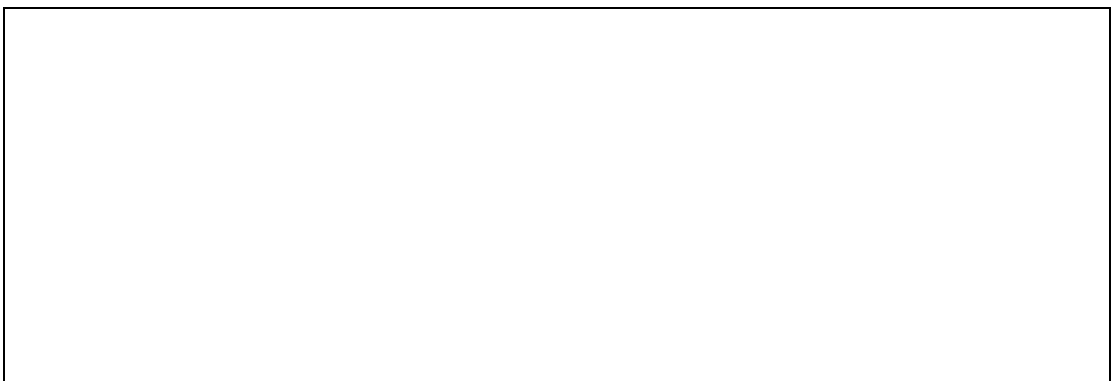
(Reasoning) Listen up, team! The reason we're making changes is that our current process is a hot mess. Seriously, it's chaos. We need to streamline things and get our act together.



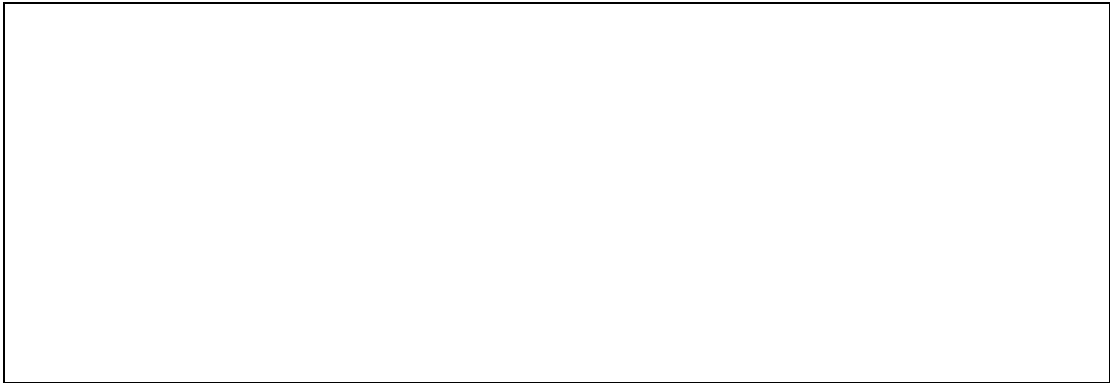
3. (Recommendation) Alright, folks, here's what I'm thinking. Let's ditch the old system and go for something more efficient. I propose we implement XYZ software. It's a game-changer.



4. (Conclusion) In a nutshell, we're on the right track. Keep up the good work, and we'll nail this. Go team!



5. (Sign-off) Catch you later, peeps! Cheers!



### Create a template for a report

- Open a blank document in Word.
- Set the margins to 1" or 2.5 cm all round (the default 2.54 cm is acceptable).
- Change the font style, size and colour to one that your organisation would approve of.
- Insert a cover page and add your details / generic title.
- Add text for the following headings:
  - Title Page
  - Table of Contents
  - Table of Figures
  - Executive Summary
  - Introduction
  - Body (methods, findings, research, results)
  - Conclusions
  - References
  - Appendix (singular) / Appendices (plural)
- Format your headings with Heading 1 style.
- Update one of your headings and update the style to match.
- Experiment with themes until you are happy with the colour and style of the template.
- Use CTRL + ENTER to position one heading at the top of each page.
- Add three 'placeholder images' in the body of the document.
- Add a caption to each of the images.
- Add a Table of Contents to the beginning of your document following the Cover Page.
- Add a Table of Figures below the Table of Contents.
- Save your document as Report\_Template.dotx.