



THE FIRST CHEPs CONFERENCE & WORKSHOP

“Education for community development”

1st & 2nd March 2014

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REPORT WRITING

There is no universally agreed-upon format and structure for writing reports - so there is some flexibility in creating reports.

GUIDELINES

- The Heading Page - the title and the names of the writer and the recipients
- The Content - titles of all pages with page numbers
- The Method - What, How, Where and When info was collected
- The Results of your findings - the facts
- Observations or a Discussion section
- Recommendations based on the findings of your report
- Conclusions (adequacy, significance of study, recommendations for future study, action)
- References
- Acknowledgements
- Appendix - Appendices allow you to add supporting information to your report

CONCLUSION

- Report writing skills – Sentences; joining words and punctuation, grammar etc
- Select, format, structure and layout reports: including headings, bullets and numbering
- Ensure the document sequence is logical and meaningful.
- Present information differently: text, graphs, tables, flow charts and diagrams.