UOB / DELL

ENGL 219

**Mid-term exam Practice (3)**

**Report Parts**

***Match the following report parts with their definitions:***

|  |
| --- |
| **Abstract Appendices Body Conclusion Introduction References Table of Contents Title page** |

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consists of any supporting evidence which is not possible to include in the body of the report, for example the survey and interview questions
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a summary of your report. It provides a brief overview of the report by stating the purpose, defining the topic, summarizing the main sections of the report, and stating the conclusion or outcomes. An abstract is usually written when you have completed the report.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lists the sections and subsections of a report and their corresponding page numbers. The organization of your report is indicated in the Table of Contents and your interpretation of the topic is initially communicated to the reader through your choice of headings and subheadings.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is presented on a separate page and includes the subject name and code, assignment number, topic selected, due date, student name, student number, tutor name, and tutorial time.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the largest section of a report. It consists of information which is supported by examples and evidence obtained from your readings. This information is presented under appropriate headings and subheadings and is ordered in a logical manner to facilitate the readers' understanding of the report.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ usually starts with **the purpose** of the report; that is, the reason for conducting the study and preparing the report. An introduction may also include the following information. (Most of these areas would be relevant to the report you are writing on a given topic).
   1. **Background information** on the topic such as a brief history, the context of the topic, or a description of the problem
   2. **The scope** of the report; that is, the extent to which the topic is covered in the report - what factors were studied and to what level. For example the scope of Student 1's report on scanners would include the types of scanners discussed.
   3. **The methodology** used; that is, the kind of data used in the report. In the case of the Computer Systems assignment this would be the type of material referred to in the report. There is no need to list all the books or reports you have consulted and referred to in the report (this is the role of the reference list) but there should be an indication of how widely you have read. Other sources such as personal investigation, interviews, statistics, and questionnaires are also mentioned when used in a report.
   4. **Assumptions and limitations** - if any assumptions were made in researching and writing the report these need to be described. Similarly any limitations of the report should be identified.
   5. A brief description of the **plan or structure** of the report so that the reader knows what to expect when reading the report.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ section briefly summarizes the main ideas that have been established in the body of the report. It is written in a concise manner and should not include any new information or ideas.
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of the publication details of all source materials referred to in the report. It does not include sources which have not been referred to in the report. The list should be arranged in alphabetical order by author last name.