



Formal Report – Planning Sheet

A **formal report** is used by organizations as a basis for action or decision.
Language: Present with some past tense, formal 3rd person impersonal language (“it”).
Referencing: Illustrations and tables should be clearly labelled; quotes used as supporting evidence acknowledged in-text and referenced using the Harvard System.

	Your draft in note form
<p><u>Title Page</u> Title & Author’s name Person (or body) for whom it is written Purpose of the report - what the report hopes to achieve and what it will be used for. Date</p>	
<p><u>Table of Contents</u> Shows the organization of the report incl. chapter titles and subheadings with page numbers. Summary onwards are numbered (e.g. 1.0)</p>	
<p><u>1.0 Synopsis</u> A highly condensed summary of the report. It includes all main information and facts, conclusions and recommendations in sentence form.</p>	
<p><u>2.0 Introduction</u> Statement of the problem. Introduces and clarifies the topic. Gives background information. Outlines the main message. States who has commissioned the report and why. Outlines the methods of investigation used, such as research, interviews, surveys etc. Discusses the position being taken by you, the author.</p>	
<p><u>3.0 Findings / Body</u> Presents the findings of the research. Analyses the main ideas. Explores the reasons, outlines the causes and effects of the findings. Uses supporting evidence to back up the analysis of the findings. Is divided up by subheadings and numbers, e.g. 3.1 History of Gold.</p>	
<p><u>4.0 Conclusion</u> Unbiased conclusions about the problem. The summary of the main issues, problems and findings. Give the basis for the recommendations.</p>	
<p><u>5.0 Recommendations</u> Discuss the consequences of the investigations. Provide solutions to the problems or ways of improving the identified situation. Give recommendations (often in list form), referring to findings in the body of the report, which have been supported by evidence.</p>	
<p><u>References</u> Give a complete and accurate bibliography of all sources used, including people interviewed.</p>	
<p><u>Appendices</u> (Appendix 1, 2 etc.) Material referred to but not included in the report, e.g. surveys and questionnaires, tables and statistics, graphs and charts.</p>	