

Report Types

Ensure you know which type of report is required for your assessment.

Report Structure

Most reports have the following structure (check the requirements for your assignment):

- Title page
- Abstract or Executive Summary (business reports)
- Table of Contents (not needed for shorter reports)
- Introduction
- Methodology (outlines data collection and data analysis methods and materials)
- Results or Findings
- Discussion
- Conclusion and recommendations (if required)
- References
- Appendices (if required)

Types of Reports

Research Report

- **Purpose:** present findings from a systematic investigation into a specific topic or question
- **Features:** clear research question or hypotheses based on a gap in the existing research; data analysis and interpretation; follows and justifies established methodological processes
- **Examples:** an integrative review on the effects of sleep deprivation on hypertension; a sociological report on youth unemployment trends in a Tārawhiti

Laboratory Report

- **Purpose:** document and analyse the results of a scientific experiment
- **Features:** the scientific method; includes diagrams, tables, and graphs; objective, precise, and technical language
- **Examples:** a report on brix levels in grapes; a report on plant growth under different light conditions

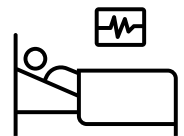


Business Report

- **Purpose:** analyse a business situation and provide recommendations for decision-making
- **Features:** market, product, or process research; financial data; business theory; SWOT or PESTLE analysis
- **Examples:** A marketing report on launching a new product; a financial report evaluating investment opportunities

Case Study Report

- **Purpose:** analyse a specific case in depth to draw broader conclusions and identify appropriate strategies or practices
- **Features:** background of the case; problem identification; analysis using theoretical frameworks; lessons learned or recommendations
- **Examples:** a case study on nursing strategies for a particular patient; a case study on Apple's innovation strategy

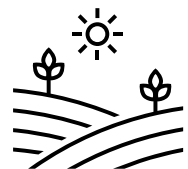


Technical Report

- **Purpose:** explain technical processes, designs, or systems in detail
- **Features:** detailed specifications, descriptions, and procedures; use of figures and tables; technical language
- **Examples:** an architectural designer's report on appropriate materials for a cabin design; an IT report on network security vulnerabilities

Field Report

- **Purpose:** describe observations and findings from fieldwork or site visits
- **Features:** Descriptive and analytical content; use of maps, photos, GIS, or sketches; often includes personal observations and measurements
- **Examples:** A report on a specific building site or building; an environmental report on river ecology; a report detailing observations of students' reactions to a new sport and recreation activity



22 July 2025