

**[REMEMBER – AVOID USE OF PERSONAL PRONOUNS SUCH AS I, ME, ETC.
WRITE IN THIRD PERSON].**

Report Format

The following is a suggested format for a research report. The format should be adapted to suit individual reports.

Title Page

Full title of the report – Your name & student ID number

Module & Tutor

Date

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List of Figures

(if any) *[Reference figures in relation to their chapters. For example, figures in chapter 1 will start from Figure 1.1, 1.2, etc. Figures in chapter 2 will start from Figure 2.2, 2.2, etc.]*

Figure 1.1	Title	Page No.
Figure 2.1	Title	Page No.

List of Tables

(if any) *Reference tables in relation to their chapters. For example, tables in chapter 1 will start from Table 1.1, 1.2, etc. Tables in chapter 2 will start from Table 2.2, 2.2, etc.]*

Table 1.1	Title	Page No.
Table 2.1	Title	Page No.

Use a consistent system in dividing the report into parts.

The simplest may be to use chapters for each major part and subdivide these into sections and subsections. 1, 2, 3, etc, can be used as the numbers for each chapter.

The sections for chapter 2 (for example) would be 2.1, 2.2, 2.3, and so on.

For a further subdivision of a subsection you can use 2.2.1, 2.2.2, and so on.

Start each chapter on a new page.

Chapter 1 - Introduction

Short introduction

- *Reference to waste generated in the construction industry.*
- *Reference to the need for energy efficient construction solutions.*
- *The government – Net zero 2050 target.*
- *Relate to assignment scenario.*
- *Conclude by stating what you would be doing – provide energy efficient construction solutions and contribute to net zero agenda of the government by specifying a sustainable construction specification in the review of the Cardiff Construction Training Centre (CCTC).*

1.1 Aim and Objectives

(Present the aim in a sentence. Present objectives using bullet points)

1.2 Significance of Project

Chapter 2 – Construction Specification

Title according to report content

The main argument should be clear and use a minimum of words. Accurately presented facts are in the main body of the report

2.1 Specification

- *Definition and types.*
- *Importance of Project Specification.*

2.1.1 Substructure

Excavation & disposal off site. Reinforced concrete ground slab, hardcore, damp-proof membrane, ground beams and column bases for frame.

2.1.2 Upper floor construction

The initial specification is a Solid prestressed composite floor with structural topping. It has a sustainability summary rating of C. Hollow precast reinforced slab and screed, with a sustainability summary rating of A. The flooring to be moisture resistant grade in accordance with BS EN 312:2010.

2.1.3 Cladding and framed construction

2.1.4 Flat roof construction (cold, warm, inverted deck)

2.1.5 Hard floor finishes

2.1.6 Soft floor coverings

2.1.7 Windows and glazed curtain walling

2.1.8 Non-loadbearing partitions

2.1.9 Suspended ceilings

2.1.10 Doors

2.1.11 Internal paint finishes

2.1.12 Insulations

2.2 Conclusion

[Justify the selection of your preferred specification in 2.1 above, referring to your project]

References

List all the materials that have been cited in your report according to the Harvard referencing style

Bibliography

List all the materials that have been consulted while writing the report according to Harvard referencing technique.

Appendices

Only include information in the appendix (or appendices) that is relevant to and referred to in the main body.