

How to Structure a Report

Basic Structure

Introduction (Your report should serve as a contents for your report).

- **Thesis Statement** (This is your answer to your fertile question).
- The points that you are going to make in order to prove your argument (these should be in the order that they will appear in the report).

Body of the Report (This will be a series of points that help prove your argument).

- Each point needs to be written as its **own** paragraph
- Each paragraph should be structured according to TEXAS (refer to the poster on the wall).
- Build your report with a series of logical paragraphs.

Conclusion (Your conclusion needs to strongly restate the case you have made).

- **Restate** your thesis statement (This should not be a carbon copy of your introduction, you should find another way to say it in order to keep it interesting).
- **Reiterate** the points that you have made to support your thesis.
- Leave the reader with a strong final statement.

Bibliography

- Refer to [our blog](#) this explains what a bibliography is, how to create one using several on line tools (I recommend Easybib), and a short video on how to insert **footnotes**.

Appendix (this should include all of your additional documents that have helped you to develop your report).

- Timeline and time sheet
- Notes
- Fact or opinion, PMI,
- Email transcripts
- Interview transcripts

Provide Evidence that you have read this through

- The marking criteria for your inquiry is at the bottom of the assignment document. You should make sure that you are familiar with it and use it as a checklist before submitting your report on Sunday.

- Scroll down to the bottom of your assignment doc and link this document to the heading Self Check Marking!

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