



TASK 7: WRITING A REPORT

ACTIVITY 1: WRITING A REPORT

OVERVIEW

WRITE A REPORT ON THE ISSUE YOUR PRESSURE GROUP IS INTERESTED IN

A popular and reliable format for a report is as follows –

- **A front page/title page**
- **A contents page**
- **Introduction**
- **Methods**
- **Results**
- **Discussion**
- **A page of references (bibliography)**

If your report is very short, you should still try to include these sections, even if each one is only a few sentences or a paragraph long.

Decide how long the report needs to be (our suggestion is 1000 words but you could write a shorter version).

If you are working with a partner or in a group, choose who will write each part.

Who will edit the text and check for accuracy?

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PLANNING

Overall planning

What is the problem/issue you want to address – e.g. animal welfare, child poverty, environmental pollution?

What is the recommendation that you would like to put forward at the end?

Background planning

- Which resources are available to you?
- Have you done some background reading, looked through some newspaper articles or at some websites?
- Have you found some quotes from experts that you could include?
- Do you have statistics or data available?
- Do you want to include pictures, illustrations or graphs?
- How long do you want the report to be?
- Will you conduct your own survey and include the results?

(The Research Methods Knowledge Base has lots of tips and useful language for surveys)

Research Methods Knowledge Base link



Getting started

Identify the problem (the current debate or issue) you want to focus on.

Set up the framework of your report –

which points will you consider, what will you NOT consider.

Give the report a good title, for example –

The Global Benefits of Eating Less Meat

(from Compassion in World Farming Trust)

The Right to equity: gender and diversity

(from Oxfam UK)

Set up the way you approach the problem (the methodology or your analysis/investigation of the problem)

Report your results

Conclude the report by offering recommendations

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WHAT TO INCLUDE IN EACH SECTION

A FRONT PAGE/TITLE PAGE

The front page should include the title, the name of your group and can have a short summary of the whole report.

A CONTENTS PAGE

List the sections of your report and their page numbers

INTRODUCTION

Set out the introduction with –

- A topic sentence (stating what the topic is)
- Context (setting out the history of the topic)
- The current debate (explaining why the issue is relevant)
- The purpose of the report
- How the report will examine the issue
- What the report will conclude
- The recommendations of your group

METHODS

RESULTS

DISCUSSION

A PAGE OF REFERENCES (BIBLIOGRAPHY)

You can include some or all of the following –

Summary or Executive Summary

A very short version of the whole report which introduces the problem says briefly how you look at the problem and outlines the key findings/recommendations

Method - Explain how you go about making a systematic analysis of the issue

Results - Tables graphs or charts statistics and figures (which should be labelled)

Analysis of case study examples

Discussion - Set out a formal conversation about what the results mean

Findings/recommendations - The conclusion

References - list the sources used including books, newspaper articles and websites

Appendices - Add one or more appendix if you want to include survey data or additional material

Page numbers
