Report writing format

Length: 5 pages

Font: Times New Roman, size 12, normal

The title page
The title page comes first when you write your report. The title page contains the title of the report the date and the institution details plus supervisor. This first page is also referred to as the cover page.

Introduction
In the introduction, you are supposed to highlight the main aims of the paper to the reader. Let the reader understand the purpose of you writing the report. You can also comment on the flow of the report so that the reader can know what to expect. You should avoid copying the introduction given in the lab hand out and instead come up with your own.

The body
The body is the most important part of your report because it carries your content. You should introduce small subheadings in your report as per the point being put across. This will make your work look more presentable as the reader will be guided with this subheading what point you are talking about. You can also place your points in number form or list so that it becomes easier for your reader to understand what you are talking about. You should also separate your points to avoid bringing confusion in your work; each point should be under its subtopic.

Conclusions
When it comes to the writing of your conclusion what you need to do is write a summary of the main points in the body of your report and wrap it up.In conclusion, you also need to use words that suggest you are concluding your work to prepare the reader psychologically, that you are about to finish. Remember also that the conclusion should be short and precise avoid a lot of stories in your concluding paragraph, spare all the stories for the body of your report.

Reference
In the reference, you need to list all the materials that you used in your research. You may have quoted some text somewhere, so it is at this point that you need to list it so that it does not become a plagiarized work. When you write the reference, you acknowledge that the content that you used is from a certain source.