

**Report Writing Skills (Hybrid Course)**

Course Code: HUM102

**Assignment # 1**

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C O M S A T S I n s t I t u t e o f I n f o r m a t I o n T e c h n o l o g y

Virtual Campus

# **QUESTION**

Make an outline of the different sections of a report and describe each section indicating all the key differences from an essay?

# SECTION OF REPORT:

* Title
* Table of Contents
* Executive Summary
* Introduction
* Discussion
* Conclusion
* Recommendations
* References
* Appendices

## **Title:**

A report title leaves a lasting first impression. It is designed to inform readers on the content of your work. An effective title obviously defines the resolution of the paper in a single statement. In an Essay; the Title represents the topic of the subjected matter.

## **Table of Contents:**

This is elective dependent on the length of the report—a 2 to 3-page report probably wouldn't have a table of contents but a 10 to 20-page report would. In an Essay; it is not found although an essay contains paragraphs.

## **Executive Summary:**

An executive summary is an ephemeral overview of a report that is considered to give the reader a swift preview of the report's contents. Its resolution is to present the key points of a report. In an Essay; there are paragraphs that contain the information about the main idea, supporting details and facts and figures.

## **Introduction:**

It describes the context and contextual to the research. It also labels the change, problem or matter to be reported on and defines the exact objectives and purpose of the report. In an Essay; Introduction is the creative opening to catch the audience's attention. It contains quotes, interesting facts and figures, joke or anecdotes, etc.

## **Discussion:**

In this section, we explain the conclusions and justify the recommendations. It links theory to practical issues and persuades readers of the soundness of our stance. In an Essay; discussion is in paragraphs.

## **Conclusion:**

It is organized so that the major deductions come first. It categorizes the major issues relating to the case and gives your clarification of them. It relates specifically to the objectives of the report as set out in the introduction. In an Essay; it restates the thesis statement.

## **Recommendations:**

These are the points to the future. It should be; action-oriented, feasible, logically related to the discussion and conclusion, numbered, arranged in order of importance and brief.

## **References:**

It includes all the references from where the data is extracted. It refers the subjects in the report.

## **Appendices:**

It includes any vital extra material, such as tables and graphs that sustenance your investigation but don't relate straight to the debate of your discoveries.