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Sections of a Report

HUM102

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FA17-BCS-090

**Submitted By:**

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**SECTION OF A REPORT**

There are following sections for a report:

* Title Page
* Executive Summary
* Table of Contents
* Introduction
* Body
* Conclusion
* Reference List
* Appendix

# **TITLE PAGE:**

Title Page contains report title, your name and submission date. In essay there is a title of an essay that may be a quote or a proverb.

# **EXECUTIVE SUMMARY:**

It is an overview of subject matter that contains methods of analysis and findings. Recommendations are also included in this section. It is the about section of a report. It contains the summary of the matter. In essay, there are paragraphs and details can be found in those paragraphs.

# **TABLE OF CONTENTS:**

It consists of list of numbered sections in report and their page numbers. This is helpful while searching for a specific section of report. Not found in an essay.

# **INTRODUCTION:**

It consists of terms of reference. It is basically an outline of report’s structure. It’s a brief introduction of report. It actually tells us that what is the report about.

# **BODY:**

Body of report contains headings and sub-headings which replicate the contents of each section. It also includes data on method of data assembly, the conclusions of the report and conversation of findings in light of theory. In essay, there are paragraphs that contains the similar type of information.

# **CONCLUSION:**

It states the major implications that can be drawn from the discussion and makes recommendations. In essay, it is found in last paragraph.

# **REFERENCE LIST:**

It is list of reference material consulted during research for report. In essay, reference is mentioned under the imported data (if imported) i.e. Quotes etc.

# **APPENDIX:**

It contains the information that supports your study but is not essential to its explanation. Not found in an essay. Essay is comprehensive approach to explain any matter.