**Question #1:**

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

A report has the following sections**:**

**SECTION OF REPORT**

• Title

• Abstract

• Table of contents

• Lists of tables, figures and graphs

• Introduction

• Body

• Conclusion

• References

• Appendices

* **Title:**

A report title is an important part of any research paper because it can leave a lasting first impression. Titles are designed to inform readers on the content of your work. An effective title clearly describes the purpose of the paper in a single statement.

* **Abstract:**

An abstract summarizes, usually in one paragraph of 300 words or less. Abstract define the purpose of writing. Abstract should be written in paragraph which are concise. The parts of the report are discussed in order:

• Purpose

• Method

• Findings

• Conclusions

• Recommendations

* **Table of content:**

A table of contents usually includes the titles or descriptions. A table of content usually comes after the title page. If a book or document contains chapters, articles, or stories by different authors, their names usually appear in the table of contents

* **Lists of tables, figures and graphs:**

Lists of tables, figures and graphs guide readers to find the information they are looking for in the body of the text. The title for the table appears above the table itself. Tables are used to present information. Figures come in two types: graphs and images. Graphs are typically used to present your data in a form that is easy for the reader to understand. Images are more likely to be used to help explain concepts or theories.

* **Introduction:**

The introduction is certainly the most read section of any deliverable. Therefore, it is probably the most delicate part of the writing of a report.

An introduction should contain the following three parts:

1.**Background:**

In this parts you have to make clear what the context is. You should give an idea of the field the report is about. In my opinion this part should be less than a page long.

2.**The problem:**

If there was no problem, there would be no reason for writing a report and definitely no reason for reading it.

3.**The Proposed solution**:

You may outline the contribution of the report. Here you have make a sure point out what are the novel aspects of your work. This part should be clear. You can take your time here, but I suggest to avoid getting into too much detail

* **Body:**

The body of the text explains in detail how the study was conducted, reports key findings and provides evidence supporting your conclusion. Body of the report contains the following main part:

* Methods
* **Results**
* **Discussion**
* **Conclusion:**

A conclusion **summarizes** the report as a whole. The conclusion should be independent of the main text of the body. The conclusion enables you to reinforce the main messages of the document.

* **References:**

A **reference** gives the readers details about the source so that they have a good understanding of what kind of source it is and could find the source themselves if necessary. The references are typically listed at the end of the report. If you copy an extract from any source, be sure to use quotation marks and to acknowledge the source.

* **Appendices:**

An **appendices** contain supplementary material that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the **research** problem.