

Table 1: Divisions and sections of a report with its content

Board Divisions	Individual Sections	Contents of each sections
1. Preliminary material	Title of Report	Concise heading indicating what the report is about
	Table of Contents (not always required)	List of major sections and headings with page numbers
	Abstract/ Synopsis	Concise summary of main findings
2. Body of report	Introduction	Why and what you researched
	Literature Review (sometimes included in the Introduction)	Other relevant research in this area
	Methodology	What you did and how you did it
	Result	What you found
	Discussion	Relevance of your results, how it fits with other research in the area
	Conclusion	Summary of results/ findings
	Recommendations (sometimes included in the conclusion)	What needs to be done as a result of your findings
3. Supplementary material	References or Bibliography	All references used in your report of referred to for background information
	Appendices	Any additional material which will add to your report