

## **HOW TO WRITE A (GOOD) REPORT?**

**Title:** concise (every word weighs a lot!), defines clearly the problem and anticipates a solution.

**Introduction:** Provides necessary and sufficient background, from general to specific, and justifies/clarifies the need to analyze (and resolve) the issue announced in the title.

**Methodology:** Explains (briefly, but including the essential details) how the authors did what they did (and will describe in the R&D section).

**Results and discussion:** This section contains the information generated, as well as that recovered from the relevant literature; it is presented in tables and graphs which are accompanied by comments that are concise but sufficiently clear in relation to what has been published on the same issue(s) in the past.

**Summary and/or Conclusions:** This section contains the main message(s) of the study, provides explicit answers to the question(s) raised in the Title and the Introduction, and clarifies how the message(s) emanate more or less directly from the analysis of the results.

**Abstract:** Explains *what was done* (and *why*, if not obvious from the title), *how it was done*, *what was found*, and *what is the significance* of these findings.

**References:** List of earlier published studies on the same topic (in books, research journals, professional magazines, patents and, occasionally, mass media) that contain information on accumulated, directly relevant knowledge.

Note: The most efficient *order of writing* a report is often the following:

- (1) Methodology
- (2) R&D
- (3) Introduction
- (4) Conclusions (or Summary)
- (5) Abstract