

STRUCTURE OF A REPORT EconS 582

Fall Semester 2013

There are four main parts to any report, and each of these has a different purpose:

- summary
- introduction
- core
- conclusions

In addition there may be appendices attached to the end of the report. A brief outline of each section is given below.

- **Summary**

In as few words as possible the summary, which will head up the report, often appearing on the title page, lets the reader know the subject of the report, where the information has been obtained, and the key findings. Summaries are seldom longer than 100 words.

- **Introduction**

The material which you are about to present in the main body of the report must be set in context. Questions which the reader will ask include:

- Why is this work being presented?
- Where does it fit in with the World of Environmental Economics?
- How does it relate to other work in the field?
- What are the aims and objectives of the project?

- **Core**

This will be the main part of the report and provide all of the results and discussions which someone who wished to examine the work in detail would require. For example, a report on an experimental project would include:

- theory
- experimental method
- results
- discussion

- **Conclusions**

The conclusions should be a condensed version of the intervening sections giving the key findings of the work. It should be closely related to the objectives which were stated in the introduction.

- **Appendices**

If there is information which is not of immediate use to the reader, or for some other reason is difficult to incorporate in the body of the report, then it should be consigned to an appendix.

Typical appendices are:

- references (always the first appendix)
- long mathematical derivations
- large design drawings