

UHB2422
ADVANCED ENGLISH FOR ACADEMIC WRITING

PRELIMINARY SECTION

NUR-AL HUDA HASHIM



STRUCTURE OF REPORT

Preliminary Section

Title Page

Letter of Transmittal*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

Main Section

Introduction

Literature Review

Methodology

Findings and Discussion

Conclusions

Recommendations

Supplementary Section

References

Appendices

Preliminary Section

1. Title Page
2. Letter of Transmittal*
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of Abbreviations
7. List of Symbols
8. List of Tables
9. List of Figures
10. List of Appendixes

Main Section

- Introduction
- Literature Review
- Methodology
- Findings and Discussion
- Conclusions
- Recommendations

Supplementary Section

- References
- Appendices

1. TITLE PAGE

- on a separate sheet
- to help people who have to identify and retrieve the report, for example for filing
- contains a title that does not resemble the title of another report
- has the recipient's name, position, and organisation
- has the author's name, position, and organisation
- has the date of completion
- has neat, uncluttered and businesslike appearance

2. LETTER OF TRANSMITTAL

- is set out as a formal business letter addressed to the person requesting the report
- explains on whose authority the report was written
- summarises or draws attention to specific material in a report
- states follow-up action expected of the reader
- offers continued communication or clarification
- acknowledges assistance in researching and compiling the report

3. ABSTRACT

- Starts on a new page
- Written after the completion of data analysis and conclusions of findings
- Gives a brief and factual survey of what is contained in the report itself with the material summarised in the same order
- Gives readers enough information to assess the importance of the material and its relevance to them

Components of Abstract

Purpose

- Why was the study conducted?

Scope

- What was done?

Methods

- How was it done?

Results

- What was found?

Recommendations

- What was the most important result?

Conclusions

- What can be done?

4. ACKNOWLEDGEMENTS

- Starts on a new page
- Gives credit for personal help given, stimulating and influential ideas, permission to quote from unpublished work
- Expresses statements of appreciation
- $\frac{1}{4}$ - $\frac{3}{4}$ page long

6. LIST OF FIGURES

- Starts on a new page
- Presents title of figures and page number

5. TABLE OF CONTENTS

- Starts on a new page
- Contains headings, subheadings and page number
- the titles of each section should make it informative

7. LIST OF TABLES

- On a new page
- Presents title of tables and page number

8. LIST OF ABBREVIATION

- Starts on a new page
- Illustrates the meanings of abbreviated words

9. LIST OF SYMBOLS

- Starts on a new page
- Illustrates the meanings of symbols

10. LIST OF APPENDICES

- Starts on a new page
- Presents title of appendices and page number

Reference

Norazman Abdul Majid, Masdinah Alauyah Md Yusoff, Tina Abdullah, Sahirah Marzuki, Zanariah Md Salleh, Faruk Muhammad, Siti Aishah Abd Hamid, & Rohayah Kahar. (2007) *Academic Report Writing: From Research to Presentation*. Petaling Jaya, Malaysia: Prentice Hall.