Report Writing

1. Introduction (given)
- 1.1 Background
- 1.2 Purpose of the report
- 1.3 Method of the research

2. Findings

2.1 Figure 1: XXXX (5 marks 100 words)
- Introduction : xxx chart shows the xxx of xxx
- Data
  - comparative language
  - various sentence structure
  - specific values
- Conclusion
  - general pattern/comparsion/ groups /prediction (only line chart)
  - based on facts - no personal opinion
- Source — exapmle : (Lee 2016, p. 12)

2.2 Figure 2: XXXX (5 marks 100 words)
- **Introduction**
- **Data**
- **Conclusion**
- **Source**

3. Analytical Discussion

3.1 Interpretation of data (5 marks 100 words)
- general pattern
- Links between two charts /reasons of general pattern
- source of key data

Link

3.2 Evaluation of data (5 marks 100 words)
- Link to purpose — The findings regarding xxx may relate to xxx
- Results/Solutions (what to do)
- source of key data

Purpose

4. Conclusion

4.1 Limitations of the research results (what is not given) (2.5 marks 70 words)

4.2 Recommendations for future research (How to deal with the limitations) (2.5 marks 50 words)

Presented with xmind