

Salahaddin University – Erbil  
College of Science  
Environmental Science and Health Department  
1<sup>st</sup> Stage



## 3<sup>rd</sup> Lecture in Academic Skills

# How to Write Academic Report?

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# Structure and Organization

Report structures do vary among disciplines, but the most common structures include the following:

## **1. Title page**

The title page needs to be informative and descriptive, concisely stating the topic of the report.

**Kurdistan Region Iraq  
Ministry of Higher Education & Scientific Research  
Salahaddin Universit- Erbil  
College of Science  
Environmental Science and Health Departmen**



# **Renewable Energy**

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**Supervised by:  
Lecturer Nihal S. Hanna**

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## 2. Abstract or Summary

An executive summary should outline the key problem and objectives, and then cover the main findings and key recommendations.

so it is a good idea to write this section last.



### **3. Table of contents**

Readers will use this table of contents to identify which sections are most relevant to them. You must make sure your contents page correctly represents the structure of your report.

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## 4. Introduction

In your introduction you should include information about the background to your research, and what its aims and objectives are. You can also refer to the literature in this section; reporting what is already known about your question/topic, and if there are any gaps.



## 5. Methodology

If your report involved research activity, you should state what that was, for example you may have interviewed clients, organized some focus groups, or done a literature review. The methodology section should provide an accurate description of the material and procedures used so that others could replicate the experiment you conducted.

### Research Process

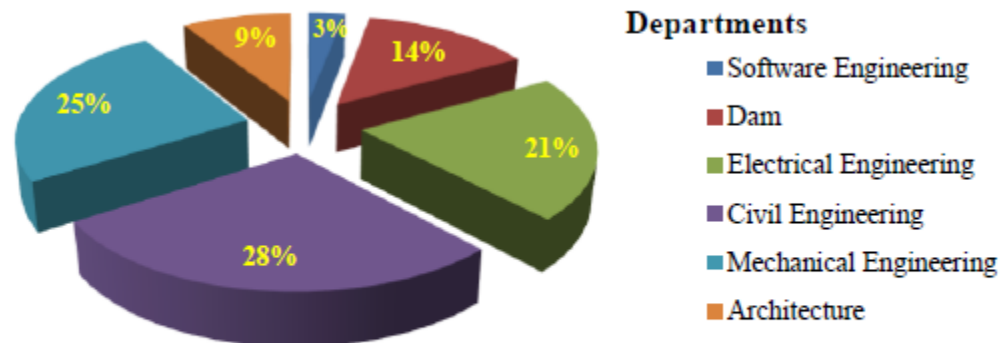




## 6. Results/findings

The results/findings section should be an objective summary of your findings, which can use tables, graphs, or figures to describe the most important results and trends. You do not need to attempt to provide reasons for your results (this will happen in the discussion section).





وینہی 1.3 دابهشی دانیشتون له بهشهکاندا  
**Fig. 3.1** Distribution of study population to departments

خشتهی 1.3 دابهشی دانیشتون له لیکۆلینهوهکه

**Table 3.1** The Population Distribution of the Study

<b>No.</b>	<b>Department</b>	<b>No. of Samples</b>
1	Civil Engineering	116
2	Electrical Engineering	89
3	Mechanical Engineering	104
4	Software Engineering	14

## 7. Discussion

In the discussion you are expected to critically evaluate your findings. You may need to re-state what your report was aiming to prove and whether this has been achieved. You should also assess the accuracy and significance of your findings, and show how it fits in the context of previous research.



## **8. ConclusionS and Recommendations**

### **Conclusion**

- ✓ What was learned through research
- ✓ Strengths and weakness of study
- ✓ Possible applications of study (how it can be used)

### **Recommendations**

- ✓ What would you do differently?
- ✓ Any changes would you recommend for the experiment

## 9. References

- The references are a list of any sources you have used in your report. Your report should use the standard referencing style preferred by your school or department eg Harvard, Numeric, OSCOLA etc.

## ✓ **Book**

- Author Last Name, First Initial(s). (Year) *Title of Book*. Place of publication: Publisher.
- Example: Smith, J.A. (2005) *The Art of Writing: A Guide for Authors*. New York: Random House.

In Harvard style, you may also include page numbers if you are citing a specific page or range of pages from the book:

- Smith, J.A. (2005) *The Art of Writing: A Guide for Authors*. New York: Random House, pp. 45-60.

## ✓ Book Chapters

- Author Last Name, First Initial(s). (Year) 'Title of Chapter,' in Editor(s) of the book (ed.), *Title of Book*, Place of publication: Publisher, pp. Page range.
- Example: Smith, J.A. (2012) 'Plot Development in Fiction Writing,' in K. Johnson (ed.), *The Craft of Writing: Essays on Creativity*, New York: ABC Press, pp. 75-92.

## ✓ Article

- Author Last Name, First Initial(s). (Year) 'Title of Article,' *Title of Journal*, Volume number(Issue number), Page range.
- Example: Smith, J.A. (2008) 'The Writing Process: A Comprehensive Overview,' *Journal of Creative Writing Studies*, 5(2), pp. 112-128.

If there is no issue number, you can omit that part:

- Smith, J.A. (2008) 'The Writing Process: A Comprehensive Overview,' *Journal of Creative Writing Studies*, 5, pp. 112-128.

For online articles, include the URL or DOI (Digital Object Identifier) at the end of the citation:

- Smith, J.A. (2008) 'The Writing Process: A Comprehensive Overview,' *Journal of Creative Writing Studies*, 5(2), pp. 112-128. Available at: <https://www.example.com/journal-article> (Accessed: 11 February 2024).



## ✓ Conference

- Author Last Name, First Initial(s). (Year) 'Title of Conference Paper,' in Editor(s) of the conference proceedings (ed.), *Title of Conference Proceedings*, Place of publication: Publisher, pp. Page range.
- Example: Smith, J.A. (2010) 'The Impact of Creative Writing on Cognitive Development,' in K. Johnson (ed.), *Proceedings of the International Conference on Writing and Cognition*, London: Academic Press, pp. 45-60.

## ✓ Websites

- Author Last Name, First Initial(s). (Year) 'Title of Webpage,' Website Name, URL. (Accessed: Day Month Year).
- Example: Johnson, M. (2019) 'Tips for Effective Blogging,' Writing Insights, <https://www.writinginsights.com/tips> (Accessed: 11 February 2024).

- **Thesis/Dissertation**

- Author Last Name, First Initial(s). (Year) *Title of Thesis/Dissertation*, Degree type, University.
- Example: Brown, S. M. (2018) *Exploring the Impact of Poetry on Emotional Well-being*, PhD thesis, University of Arts and Letters.

## **10. Appendices**

Appendices in an academic report are supplementary materials or additional information that supports and enhances the main content but is not included in the main body. They often include raw data, extra details, or supplementary documents referenced in the report.



**ANY  
QUESTIONS?**

