

Useful websites for report writing

Websites can often be more appropriate resources than books for directing students towards to help develop their report writing. Report writing books tend to be too subject specific or focus on guidelines which relate to only one type of reports (technical, business, scientific). Report writing websites approach the topic more generally and in a way which encourages students to adapt and apply the principles to their own discipline.

Below are links to websites which help university students improve their report writing. There are also links to websites on data analysis, literature reviews, and academic writing.

Report websites:

Report Writing: Get Ready for University Study (Napier)

www2.napier.ac.uk/getready/writing_presenting/reports.html

A clear and easy to follow introduction to report writing with interactive exercises on report structure and layout.

Writing Reports (Loughborough)

www.lboro.ac.uk/service/fli/campus/reportwr.pdf

A comprehensive guide to report writing basics in PDF format. Includes information on spidergrams, layout, writing style and what each section should include.

Example Report (Loughborough)

www.lboro.ac.uk/library/skills/Advice/Example%20report.pdf

In PDF format. Descriptions of what each section of a report should include, arranged to illustrate how it should be laid out and presented. Includes in the Appendices a checklist for students writing reports.

UniLearning (Wollongong, Australia)

<http://unilearning.uow.edu.au/main.html>

Very thorough site which links to all aspects of report writing (as well as other aspects of study). Includes different types of report (business, technical, field,



scientific) as well as sections on writing style and the use of figures, and exercises. A bit tricky to navigate.

Literature Reviews and Data Analysis websites:

Analyse This! (LearnHigher / Manchester Metropolitan University)

www.learnhigher.ac.uk/analysethis/

A beginner's guide to data analysis developed in response to LearnHigher research.

Literature Reviews (Royal Literary Fund)

www.rlf.org.uk/fellowshipscheme/writing/literaturereviews/index.cfm

What a literature review is, how to structure it, how to conduct a literature search and more.

Academic Writing websites:

The Academic Phrasebank (Manchester)

www.phrasebank.manchester.ac.uk/

A bank of phrases appropriate for use in academic writing. Good when you're not sure how to start, or how to make your writing sound more academic.

The Internet Grammar of English (UCL)

www.ucl.ac.uk/internet-grammar/

An online course in English grammar, free to those accessing it from a computer on a university domain (i.e. with a URL ending .ac.uk, .edu, etc).