

The features of the
preparation of a
report, a synopsis, a
coursework

Features of reports

- 1. Referencing and quotations in reports follow the same guidelines required for essays.
- 2. A system of numbered sections with headings is typically used. Check the Faculty or Departmental Guidelines for an appropriate example for your discipline.
- 3. Reports contain a title page, contents page, an executive summary or abstract, an introduction, a body, a conclusion and recommendations.
- 4. Just as in the essay, a good report will describe, analyse and evaluate a problem or issue. Unlike an essay it will describe the method used to investigate the problem, and formulate a set of recommendations based on the findings of the report.

Typical report structures

Different types of reports typically include sections. The table below illustrates the section headings which may be included in different types of reports.

Features of reports		
Business and technical reports	Laboratory reports	Technical reports
Title page [Memos of Authorisation and Transmittal] Executive summary Table of contents Introduction <ul style="list-style-type: none">• Purpose• Methodology• Limitations Findings and Discussion Conclusions Recommendations References Appendices	Title page Abstract Introduction <ul style="list-style-type: none">• Theoretical background• Aim of present research Method <ul style="list-style-type: none">• Materials• Procedure Results and Discussion References Appendices	Title page Summary Table of contents Introduction <ul style="list-style-type: none">• Purpose• Problem description• Aim Review of previous research Presentation of solution Discussion Conclusions and Recommendations References Appendices

Synopsis

- Developing a thesis synopsis or proposal is usually the first step toward proceeding on your research. A good thesis proposal can get you admitted in certain universities for your PhD program. Besides that, most of the universities go through your proposal in order to let you work on a specific research project. This is why the proposal stage is considered critical in determining the scope of your research work.
- While writing a synopsis is important, it is also necessary to plan your writing. You must be very clear about the objective of your proposed study, as well as the methods and study design you will follow to achieve that objective. You will also have to conduct relevant literature review to back up your research proposal. If any aspect of this document goes weaker in knees, then your entire synopsis may go non-persuasive. To get your proposed study going, it is highly essential that you develop it using persuasive language so your supervisors may understand your proposed idea and the way you would proceed on it.

Coursework

- Coursework is a preparatory stage for writing other term papers on the disciplines of the specialty, and in the subsequent, and thesis work.
- She accustoms the student to research work and promotes the acquisition of experience and skills of conducting it. Coursework is also the result of the student's independent study of one of the most important problems.
- In order to prepare a course work that meets the requirements, the student must use not only the theoretical knowledge obtained, but also the actual data.
- Coursework is carried out in accordance with the curriculum of faculties students of day and correspondence departments. It is an obligatory form of the student's report before the department. The work is done for verification.
- If the work meets the requirements, the teacher evaluates it positively and informs the student about it. Unsatisfied work is subject to processing in accordance with the teacher's comments contained in the review.