

Books for Students on Report Writing

As each report is different, and report writing conventions vary from discipline to discipline, find out what the report writing requirements are for your department first, before following the guidelines in any book.

Always check to see if your library has a copy before rushing out to spend lots of money, as different styles of advice suit different people.

Barrass, Robert, *Scientists Must Write* 2nd ed. (London; Routledge, 2002).

Two very thorough chapters on writing reports, with checklists and tips on layout. Includes explanations of graphical data, and chapters on writing style.

Evans, David, *How to Write a Better Thesis or Report* (Melbourne; Melbourne University Press, 1995).

Friendly and very accessible guide which focuses on structure. Works from case studies and examples.

Kirkman, John, *Good Style: Writing for Science and Technology* 2nd ed. (Abingdon; Routledge, 2005).

Guide to various issues in writing style. Includes choice of vocabulary, phrasing and sentence structure. Aimed at scientific and technical writers.

Van Emden, Joan & Easteal, Jennifer, *Report Writing* 2nd ed. (London; McGraw Hill, 1992).

Comprehensive guide to the production of reports, including sections on data presentation and revision, plus example reports.