

Organise your Report

The order in which the sections of these reports should go has been mixed up - rearrange them into the most logical order.

Possible answers can be found at the end of this document.

Example A) Students' Preferences for Food Retailers on Campus

Appendices: Surveys and interview transcripts
Expansion of eating venues on campus in the last 5 years
Data Collection: Qualitative surveys and semi-structured interviews
Summary
Results: Semi-structured interviews
Discussion: Preferences for each venue
Aims and Objectives
Recommendations: Students want healthier food retailers
Results: Pilot survey
Overview of existing food retailers: union, library cafe, food hall
Bibliography

Example B) Suitability of Open Source Software for Start-Up Technology Companies

Case Study 2: Out of the Box Design
Definition of Open Source Software
Bibliography
Case Study 1: Blue Sky Ltd
Executive Summary
Discussion: Themes from case studies
Recommendations
List of abbreviations
Survey of currently available Open Source Software
Conclusion: Advantages and Disadvantages of Open Source Software
Case Study 3: Marketing Web
Methodology: Case studies of small technology companies

Example C) Lactic Acid Production in the Muscles of Swimmers During Different Types of Training

Figure 3. Combination training
Conclusion
Abstract
Experiment 1: Aerobic exercise
Literature Review
Experiment 3: Combination training
Results
Aims and Hypotheses
Figure 1. Aerobic exercise
Introduction: Production of lactic acid when exercising
Figure 2. Anaerobic exercise
Discussion
Methods
Bibliography
Experiment 2: Anaerobic exercise

Organise your Report Answers

(These are just suggested orders - you may have arranged your sections slightly differently. For example C) has two possible orders. As long as you have the sections in a logical order that the reader can follow, it will be fine.)

Example A) Survey of Students' Preferences of Food Retailers on Campus

Summary

1. Expansion of eating venues on campus in the last 5 years
2. Overview of existing food retailers: union, library cafe, food hall
3. Aims and Objectives
4. Data Collection: Qualitative surveys and semi-structured interviews
5. Results
 - 5.1 Pilot Survey
 - 5.2 Results: Semi-structured interviews
6. Discussion: Preferences for each venue
7. Recommendations: Students want healthier food retailers

Bibliography

Appendices: Surveys and interview transcripts

Example B) Suitability of Open Source Software for Start-Up Technology Companies

Executive Summary

List of Abbreviations

1. Definitions of Open Source Software
2. Survey of currently available Open Source Software
3. Methodology: Case studies of small technology companies
4. Case Studies
 - 4.1 Blue Sky Ltd
 - 4.2 Out of the Box Design
 - 4.3 Marketing Web
5. Discussion: Themes from case studies
6. Conclusion: Advantages and Disadvantages of Open Source Software
7. Recommendations

Bibliography

Example C) Lactic Acid Production in the Muscles of Swimmers During Different Types of Training

Abstract

1. Introduction: Production of lactic acid when exercising
 2. Literature Review
 3. Aims and Hypotheses
 4. Methods
 - 4.1 Experiment 1: Aerobic exercise
 - 4.2 Experiment 2: Anaerobic exercise
 - 4.3 Experiment 3: Combination training
 5. Results
 - 5.1 Figure 1. Aerobic exercise
 - 5.2 Figure 2. Anaerobic exercise
 - 5.3 Figure 3. Combination training
 6. Discussion
 7. Conclusion
- Bibliography

or another possible order could be like this:

Abstract

1. Introduction: Production of lactic acid when exercising
 2. Literature Review
 3. Aims and Hypotheses
 4. Experiment 1: Aerobic exercise
 - 4.1 Methods
 - 4.2 Results: Figure 1. Aerobic exercise
 5. Experiment 2: Anaerobic exercise
 - 5.1 Methods
 - 5.2 Results: Figure 2. Anaerobic exercise
 6. Experiment 3: Combination training
 - 6.1 Methods
 - 6.2 Results: Figure 3. Combination training
 7. Discussion
 8. Conclusion
- Bibliography