

STRUCTURE OF A REPORT

IMRAD [with Abstract = AIMRAD]

(Abstract)
Introduction
Method
Results
And
Discussion



Abstract

Summarises the whole report. Contains details of key areas, i.e. purpose, method, main findings and conclusions. Not usually needed for shorter reports.

Introduction

Gives the background, explains the theory, reviews the literature, states the aims.

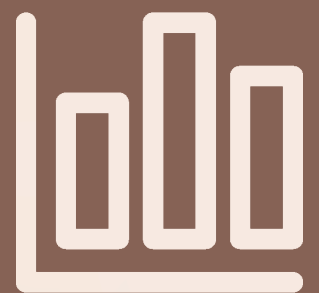
Method

Outlines how you gathered information, where from and how much. For a survey: how was it carried out, how many people were surveyed, how were they surveyed? For a report: what apparatus was used, how was the experiment conducted, what precautions were taken for accuracy?



Results

Gives data that has been collected, often in tables and charts. Describes, rather than analysing or drawing conclusions.



And

Discussion

Interprets the results, with reference to background/theory/literature from the Introduction. Sub-sections may be needed. Should fulfil the aims, and justify the conclusions and recommendations.



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