# Report purpose

Unlike essays, where you're expected to argue a position, when you write a report you're generally required to define a situation or problem, analyse it, and make recommendations based on your analysis.

## Reporting for your reader

The reader of your report is looking for a clear account of the situation or problem, a thorough analysis of it, and sensible recommendations.

In the professional world, such as in business or accounting, someone will be relying on your report to inform their financial decisions, e.g. whether to invest in a particular company, or whether to spend money on a particular project.

In the research world, e.g. in science or engineering, your report on an experiment or research project will be crucial for informing future research or setting the framework for designing something that people will actually use.

With this in mind, your report must be:

→ clear and easy to understand
→ concise, i.e. not cluttered with unnecessary information
→ well organised
→ accurate
→ thorough in its analysis
→ logical

## More information

Chapter 15 'Writing Reports: Problem-solution texts' in Brick, J. (2011). *Academic Culture: A student's guide to studying at university* (2nd ed.) South Yarra, VIC: Macmillan.