Features of a Research Report

Purpose:

- To record, report on, or evaluate research findings
- To examine a subject or topic with a focus in mind
- To provide details about current trends, specific topics, and issues
- To present information to inform or persuade readers
- To present information and facts clearly and concisely and in new and interesting ways
- To demonstrate an understanding of a topic through the development of ideas or facts

Organization:

- Includes a title that matches the content or information found in the report
- Includes an introduction that clearly previews what is to follow
- Groups related information together (e.g., paragraphs or sections that might include headings and subheadings to guide readers through the information and facts)
- Includes a variety of text structures to help organize the information (e.g., cause and effect, compare and contrast, question and answer, chronological)
- Connects or links ideas using appropriate and varied transitions to create cohesion and clarify relationships among concepts and ideas
- Provides a concluding statement or section that follows from and supports the presented information; can be a summary statement that includes research findings and implications
- Includes citations for sources
- Includes a Bibliography, References, or Works Cited section that reflects the research that was used for the report
- Sometimes includes "special features" like charts, tables, graphs, illustrations, etc.

Craft: Maintaining a Formal Style

- Uses precise words and phrases to inform readers about the topic
- Includes content- or domain-specific vocabulary that relates to the topic
- Includes research (facts, definitions, and quotes) and sometimes a statement on how the research was collected
- May include questions or statements that pique the readers' curiosity and engage them
- Uses parentheses to provide additional explanations