

# How to write an assignment report



Undergraduate and postgraduate students are required to submit various works during their study, and sometimes it might seem like a great challenge, especially when you don't know what to start with. In this article we would like to ease this struggle, thus we give you a general overview of how to write an assignment in a report format.

On one hand, the format may vary from an institution to an institution requesting a different font type and size, style, specific indents and intervals. On the other hand, just like any other type of a composition, a good assignment report consists of a few essential parts that one should follow in order to write an A+ paper.

The title page should be a laconic outline of the report. The information provided on a cover gives the first impression of any work, therefore, normally it includes only the most valuable points that inform a reader about a work's leading subject, author, location (college, university etc.) where this work will be submitted, the date of its execution and, of course, a supervisor and advisers.

Notwithstanding, a title page doesn't give a precise understanding of the matter, therefore, it is normally followed by a summary. The summary is an overview of a whole project, where the author is to shortly give a rundown of the information later closely described in the work. It usually consists of a brief elucidation of the importance of choosing a specific topic of a research, descriptions of the methods used during the assignment, outcomes and a conclusion. This part serves the purpose of informing a reader about the insights of a work, for that reason, no abbreviations, shortenings or narrowly

specialized vocabulary, that is explained later in the work itself, are allowed in this part.

Then, the content should include all parts of the research as it serves as a guide throughout the whole work. Paragraphs are normally indicated with full numbers (1-10), whereas subparagraphs have decimals related to the main paragraph (1. 1, 3. 5). It is advised to use applications and Microsoft inbuilt programs, in order to generate a proper list of contents.

Most of the reports especially, if they are concerned with a technical subject, will likely have shortenings and symbols, thus a list of abbreviations is also required. It's compiled alphabetically, starting with one of lowercase. Greek and Latin characters come after uppercase letters and should be arranged gradually.

It's also important to make a transition from a full phrase to a shortening and not lose one or another. For instance, if a text includes an utterance 'Biologically Produced Fuel' and is abbreviated BPF, then the first time such an expression is used the abbreviation is written in brackets, and can be later on used without the phrase itself, e. g. 'Biologically Produced Fuel (BPF)'.

The introduction states the matter and task of the work and should expose the relation with researches and other papers, which have been previously conducted or written. Here, the author is required to write a background, in short, underlining the idea behind a topic and its context.

Less than a page long, the introduction is the statement of a problem and probable solution, which a reader is to go through while reading the work. A few words about why this topic is important and unique for the overall matter should do the work as well.

The body is the most informative and dense part of any assignment. It reflects all the compiled material, theoretical background and practical implementation in the report solution finding. The author is expected to refer specifically to other works on the subject, but only if such references facilitate a more detailed research and comprise information needed for it. However, this part shouldn't be too long either. Depending on the nature of a research or an assignment, the body can be of various sizes, from 2 to 50 pages long.

It's recommended to focus on the innovation and usefulness of findings. Also, it's helpful for a report to outline, if the theoretical base of a problem is different from the real implementation. If yes, then how do these two contrast? Have there been any unpredicted or additional issues, which are not described in sources? Etc.

Having written the body of a report, you are only a half way to accomplishing the task. Now, there should be conclusions. This part serves the purpose of summarization and reflection on the conducted report. From one to three pages long, conclusions have to provide a concrete solution or solutions to the problem indicated in the introduction, and analysis held in the body.

There shouldn't be any new opinions or statements in this paragraph, but only final statements supporting the main idea.

After the main paragraphs are finished, it's time to compile final the 'chords' of any paper. First of all, it's references, which are any student's proof of credibility. The requirements to concluding a list of sources may vary, however, normally it serves as a list of sources:

Quotes and citation are marked with numbers, written in brackets, referring to a specific work listed in the references.

Second of all, there may be tables, graphical or textual organizers, or any other extra material, which does not qualify as a reference. In this case, a paragraph of appendixes is added. This paragraph contains any additional information that the author would like to introduce to a reader, but which doesn't include any specific input, unlike references.

All in all, the structure of any research is quite strict and requires precision. However, there are a few hints on how to do an assignment in a report format that can facilitate writing and make it even more efficient.

Taking into consideration the tips stated above will surely improve your writing skills and make you forget the breathtaking question, 'How to write an assignment report?' for good.