Commonly Used Document Formats in Report Writing

1. Research Report

- **Title Page**
- **Abstract**
- **Table of Contents**
- **Introduction**
- **Methodology**
- **Results**
- **Discussion**
- **Conclusion**
- **References**
- **Appendices** (if applicable)

2. Business Report

- **Title Page**
- **Executive Summary**
- **Table of Contents**
- **Introduction**
- **Body** (Analysis, Findings)
- **Conclusions**
- **Recommendations**
- **References**
- **Appendices**

3. Technical Report

- **Cover Page**
- **Abstract/Summary**
- **Table of Contents**
- **Introduction**
- **Materials and Methods**
- **Results**
- **Discussion**
- **Conclusion**
- **References**
- **Appendices**

Important Notes

- Use a consistent and clear structure throughout the document.

- Sections such as title page, abstract/summary, and references are common in many report formats.

- Include appendices only if additional detailed information is necessary.

- Tailor each section's depth according to your audience and purpose.

- Always review and adhere to specific guidelines or templates provided by your organization or institution.