

# **Key Components of a Research Technical Report**

## **1. Title Page**

Includes the report title, authors, affiliation(s), date, and other relevant information.

## **2. Abstract**

A concise summary of the research aim, methods, results, and major conclusions.

## **3. Table of Contents**

Lists all major sections and sub-sections with corresponding page numbers.

## **4. Introduction**

Provides background, states the research problem, objectives, scope, and significance.

## **5. Literature Review**

Summarizes and analyzes previous work pertinent to the topic; establishes context.

## **6. Methodology**

Details the research design, materials, procedures, and data analysis methods.

## **7. Results**

Presents research findings, often with tables, graphs, or figures as needed.

## **8. Discussion**

Interprets the results, discusses implications, limitations, and relates to previous work.

## **9. Conclusion**

Summarizes main findings, contributions, and recommendations for future work.

## **10. References**

Lists all sources cited within the report in a consistent citation format.

## **11. Appendices**

Contains supplementary material such as raw data, calculations, or additional details.

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**Important Notes:**

- Follow your institution's or publication's specific formatting and citation guidelines.
- Maintain clarity, objectivity, and conciseness throughout the report.
- Use visuals (tables, figures) judiciously to support and clarify key findings.
- Ensure proper referencing to avoid plagiarism.
- Revise and proofread for accuracy and flow before submission.