

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.

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.