
This entire document is an example of report writing, both in content and in style/form (although normally there is not a Preface; it is only included here for explanation). Therefore, you are encouraged to pay specific attention to the layout/format of this document, as well as all the information that it contains.
A report title should never contain the word “case” or “assignment.” Be very specific and concise.

If there is more than one author, write all first and last names here, and group identification if needed.

Here, you need the first and last name(s) of the recipient(s) if provided. If this report is for a course, include the professor’s first and last name, and the ACCY course # and section.

NOTE: no “th,” “st,” “nd,” or “rd” in the date
INTRODUCTION

This report provides information on proper writing for report-format assignments. It will address distinct components and styles of a report. It will also discuss citations and the proper use of visual aids at the end of your report.

FORMAT

Report format is very similar to memo format. A standard report is written in 12-point Times New Roman font with double-spaced text and one-inch margins on all sides. Most reports have the same components as memos: introduction, body, recommendations and/or conclusion, and visual aids (if needed). Each body section needs an appropriate heading that summarizes the section’s main topic; it can contain subheaders as well. (Refer to the “Student’s Guide to Memo Writing” on the ACCY Communication web page for specific information on the four writing components and section headers/subheaders. 5)

Cover Page and Table of Contents

Reports contain only one or two format differences than memos. Reports use a cover page to introduce the topic to the reader (as illustrated in this document and in Exhibit A). If the report is a long document (8+ pages), you should create a table of contents page (see Exhibit B). A table of contents page helps the reader identify and access different topics in the report. You should have page numbers on each of the report pages except the cover page; it’s also best to include the number of total pages so the reader knows the document’s length (i.e., Page 2 of 5). Automatic page numbering should be easy to establish through your writing program (i.e., Microsoft Word).

Direct Quotes/Citations

If you include direct quotes or ideas and information in your report that is exclusive to someone else, you need appropriate documentation within the report and citation information.

5Student’s Guide to Memo Writing: http://go.business.illinois.edu/CommunicationHelp
In-class information: If you receive information in class via lecture, PowerPoint, case write-ups, or textbooks, you do not have to formally cite the information. If you pull sentences directly from these areas, however, you need to use quotation marks to show that these are someone else’s words/ideas.

Outside information: If you retrieve information through an outside source that your professor did not directly provide (i.e., a 10-K report on a company’s website), you need to cite the information. If you directly quote information, you need to use quotation marks. You can use any proper citation style (MLA, APA, Chicago, footnotes), but you must use it consistently throughout the document.

NOTE: IF you do not properly cite/quote someone else’s written work, it is considered plagiarism. See your course syllabus for the policies, regulations, and discipline procedures for plagiarism.

Visual Aids

Visual aids can include tables, graphs, exhibits, and appendices. All visual aids should have a professional appearance. In addition, you should not place your charts/diagrams embedded in your body text of the report. You can refer to your visual aid in the written report, but the actual item should be included at the end of the report as an attachment. See Exhibits A and B of the “Student’s Guide to Memo Writing” for examples.6

CONCLUSION

Your report needs to be concise and straightforward; you should follow appropriate formatting rules and guidelines unless otherwise instructed. You also should adhere to proper English grammar at all times. If you consider the above information when writing reports, you will construct a clear, well-written document for your reader.

**This student’s guide is used exclusively by the College of Business at the University of Illinois, Urbana-Champaign. Updated September 2016. For additional communication-related assistance, visit. [http://go.business.illinois.edu/CommunicationHelp](http://go.business.illinois.edu/CommunicationHelp).

6 Student’s Guide to Memo Writing: [http://go.business.illinois.edu/CommunicationHelp](http://go.business.illinois.edu/CommunicationHelp)
A Student’s Guide to Report Writing

by Kelly Janssen,
Director of Curricular and Department Communication

Prepared for: University of Illinois ACCY students

September 2, 2016
Exhibit B: Proper Table of Contents format

Table of Contents

Introduction ................................................................ Page 2
Format .................................................................... Pages 2-3

Cover Page and Table of Contents..............................Page 2
Direct Quotes/Citations ..............................................Page 2-3
   In-class information
   Outside information
Visual Aids .................................................................Page 3

Conclusion .............................................................. Page 3

Exhibit A: Proper Cover page format ................................Page 4

Exhibit B: Proper Table of Contents format ................. Page 5