

UHB2422
ADVANCED ENGLISH FOR ACADEMIC WRITING

RECOMMENDATIONS

NUR-AL HUDA HASHIM



STRUCTURE OF REPORT

Preliminary Section

Title Page

Letter of Transmittal*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

Main Section

Introduction

Literature Review

Methodology

Findings and Discussion

Conclusions

Recommendations

Supplementary Section

References

Appendices

Preliminary Section

Title Page

Letter of Transmittal*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

Main Section

1. Introduction

2. Literature Review

3. Methodology

4. Findings and Discussion

5. Conclusions

6. Recommendations

Supplementary Section

References

Appendices

6. RECOMMENDATIONS

Use action statements to state suggestions or required actions based on research findings

Arrange in order of importance

Consider the reader

Do not justify them

Types Of Recommendations

Based on research findings

For future research

Reference

Norazman Abdul Majid, Masdinah Alauyah Md Yusoff, Tina Abdullah, Sahirah Marzuki, Zanariah Md Salleh, Faruk Muhammad, Siti Aishah Abd Hamid, & Rohayah Kahar. (2007) *Academic Report Writing: From Research to Presentation*. Petaling Jaya, Malaysia: Prentice Hall.