



UHB2422 ADVANCED ENGLISH FOR ACADEMIC WRITING

PRELIMINARY SECTION

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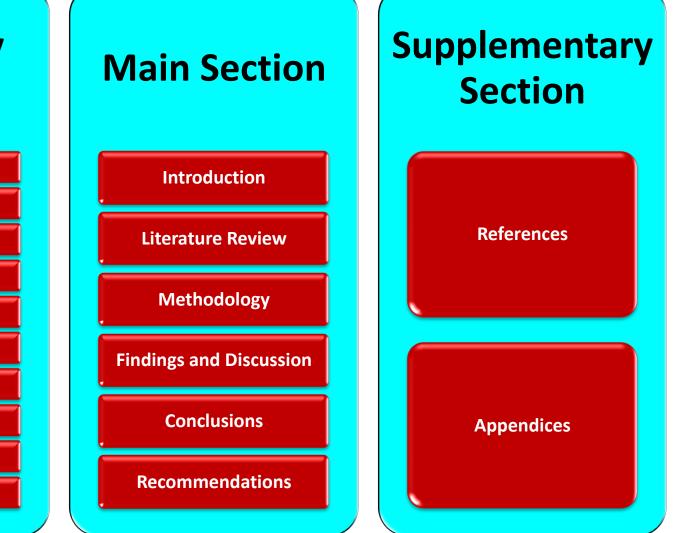
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STRUCTURE OF REPORT

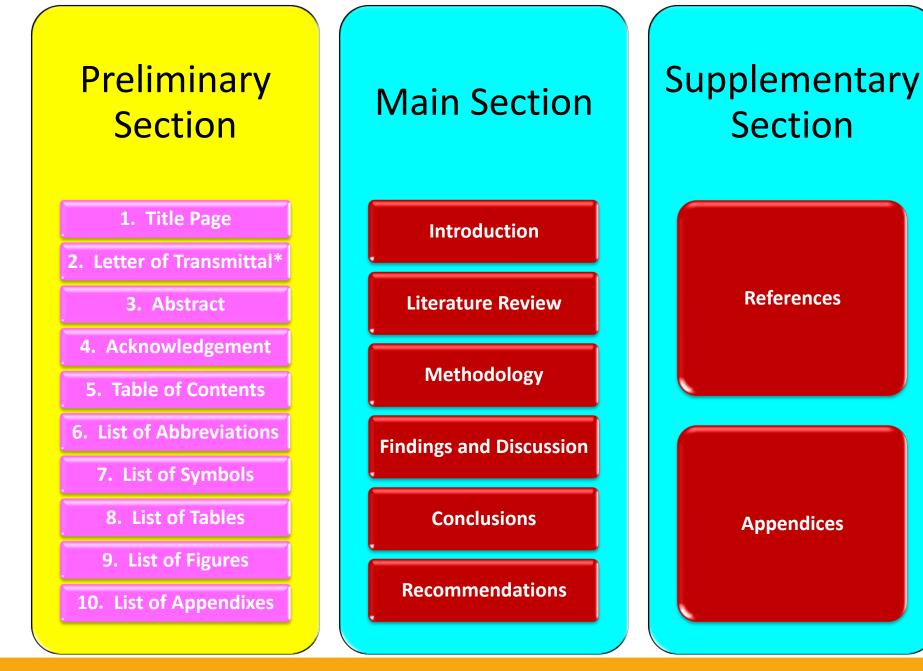
Preliminary Section





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1. TITLE PAGE

- on a separate sheet
- to help people who have to identify and retrieve the report, for example for filing
- contains a title that does not resemble the title of another report
- has the recipient's name, position, and organisation
- has the author's name, position, and organisation
- has the date of completion
- has neat, uncluttered and businesslike appearance





2. LETTER OF TRANSMITTAL

- is set out as a formal business letter addressed to the person requesting the report
- explains on whose authority the report was written
- summarises or draws attention to specific material in a report
- states follow-up action expected of the reader
- offers continued communication or clarification
- acknowledges assistance in researching and compiling the report





3. ABSTRACT

- Starts on a new page
- Written after the completion of data analysis and conclusions of findings
- Gives a brief and factual survey of what is contained in the report itself with the material summarised in the same order
- Gives readers enough information to assess the importance of the material and its relevance to them





Components of Abstract

Purpose	Why was the study conducted?
Scope	• What was done?
Methods	• How was it done?
Results	• What was found?
Recommendations	What was the most important result?
Conclusions	• What can be done?





4. ACKNOWLEDGEMENTS

- Starts on a new page
- Gives credit for personal help given, stimulating and influential ideas, permission to quote from unpublished work
- Expresses statements of appreciation
- ¹/₄ ³/₄ page long





6. LIST OF FIGURES

- Starts on a new page
- Presents title of figures and page number





5. TABLE OF CONTENTS

- Starts on a new page
- Contains headings, subheadings and page number
- the titles of each section should make it informative





7. LIST OF TABLES

• On a new page

Presents title of tables and page number





8. LIST OF ABBREVIATION

Starts on a new page

• Illustrates the meanings of abbreviated words





9. LIST OF SYMBOLS

- Starts on a new page
- Illustrates the meanings of symbols





10. LIST OF APPENDICES

- Starts on a new page
- Presents title of appendices and page number





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.