

**UHB2422**  
**ADVANCED ENGLISH FOR ACADEMIC WRITING**

**FINDINGS AND DISCUSSION**

**NUR-AL HUDA HASHIM**



# STRUCTURE OF REPORT

## Preliminary Section

Title Page

Letter of Transmittal\*

Abstract

Acknowledgement

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## Main Section

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2. Literature Review

3. Methodology

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6. Recommendations

## Supplementary Section

References

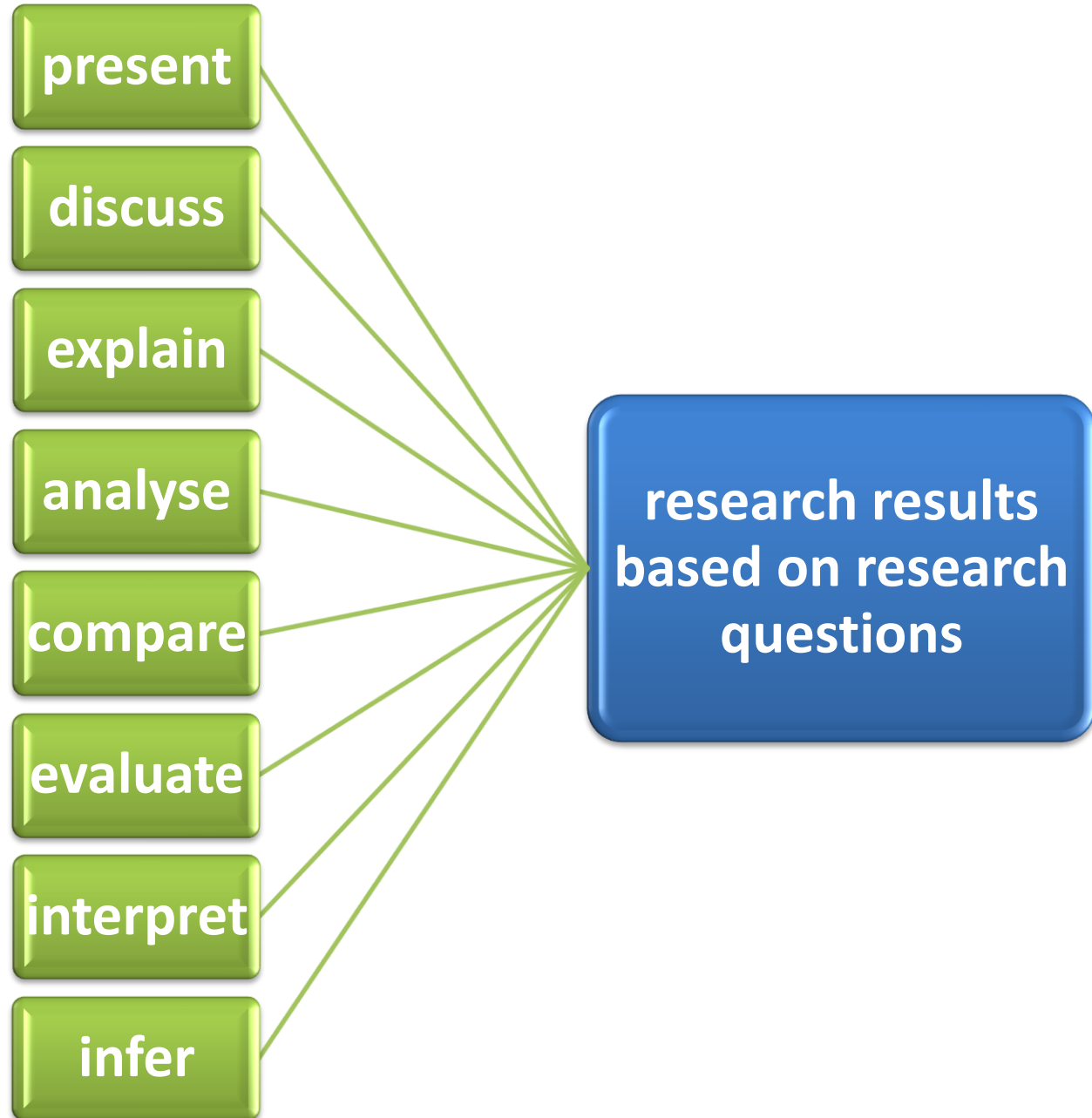
Appendices

# 4. FINDINGS AND ANALYSIS

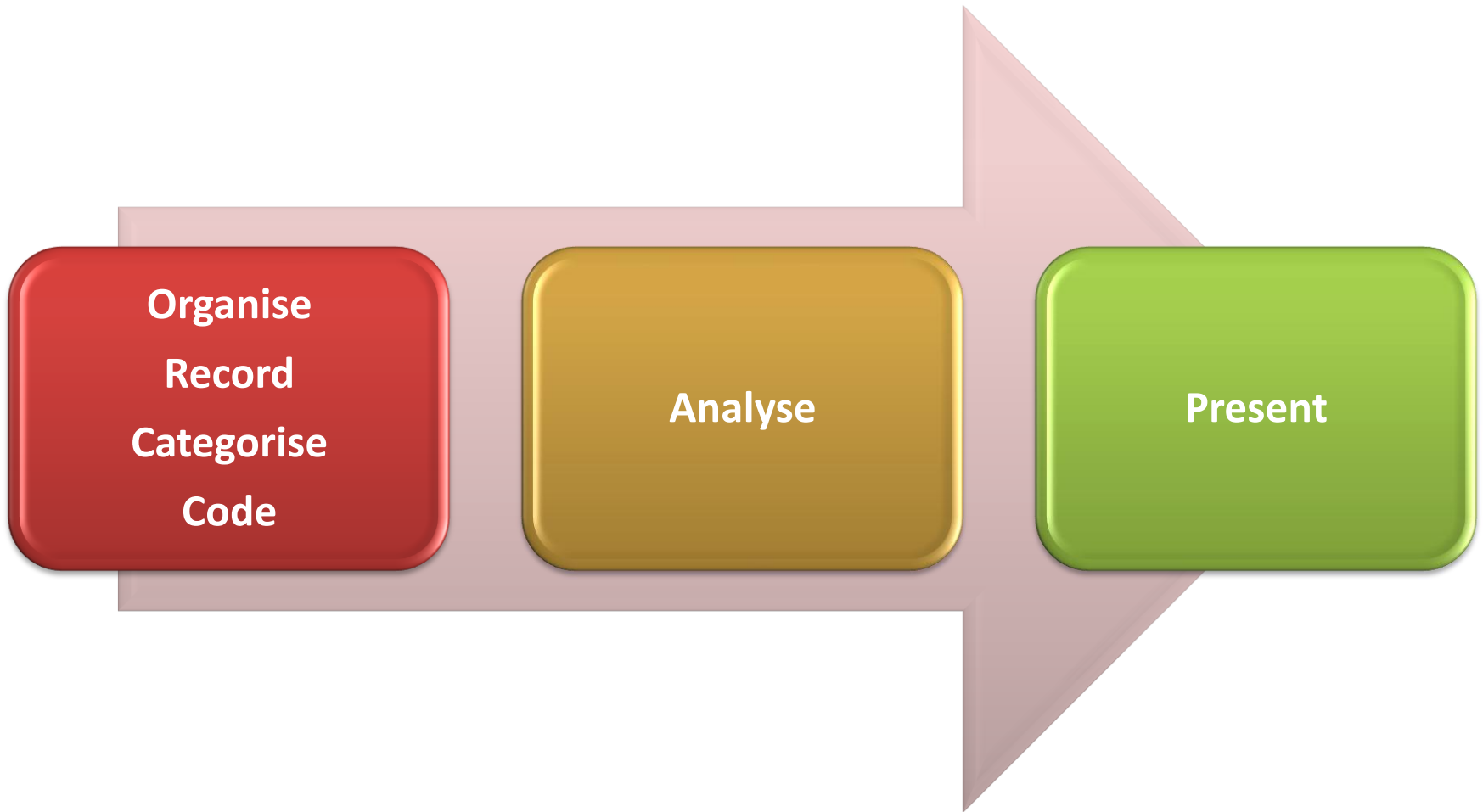
**contains numbered sections with headings**

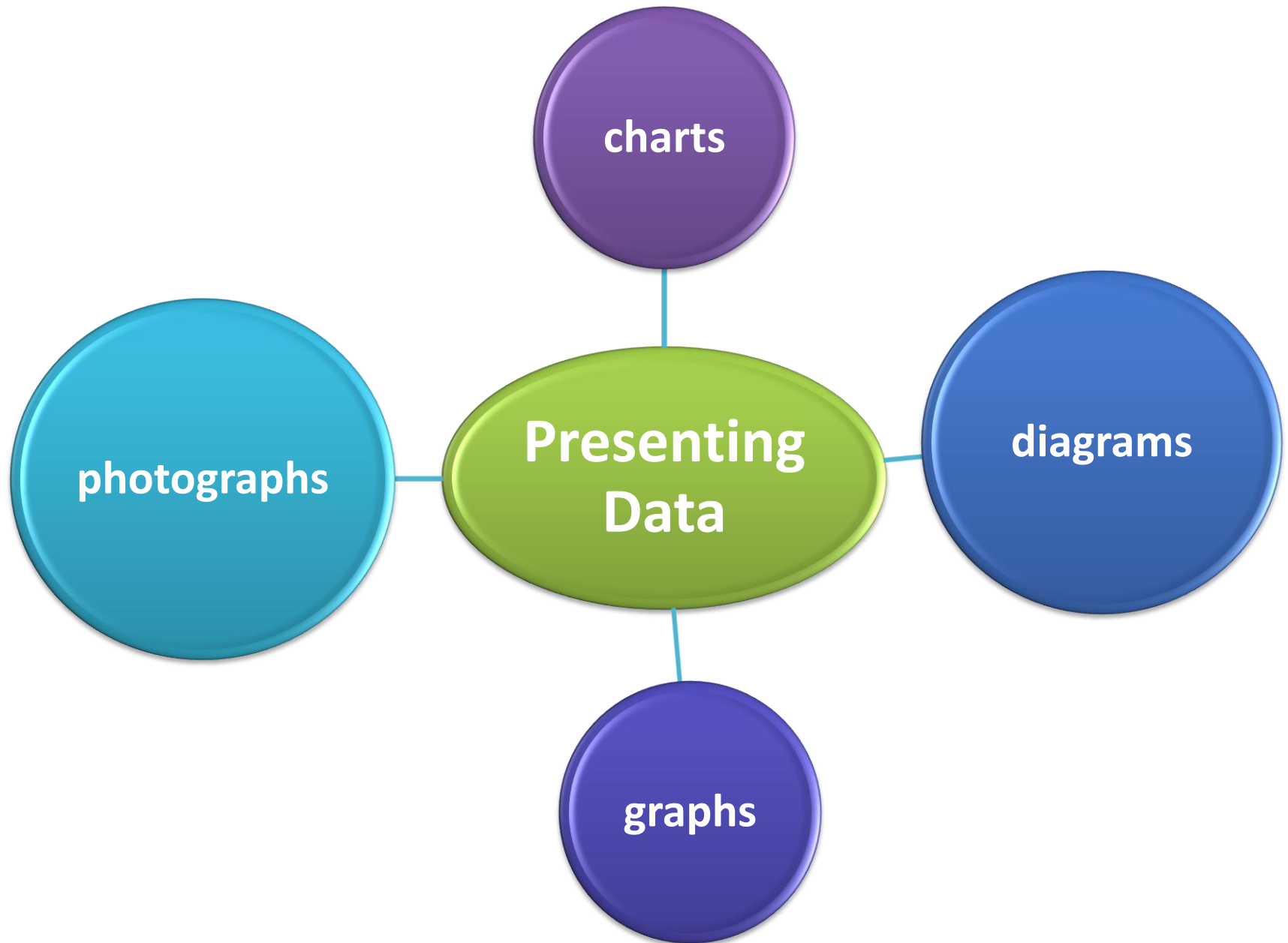
**contains descriptions of investigations carried out, a statement of facts discovered, clear arguments and opinions arising from the investigations and the facts uncovered by these investigations**

**accompanied by illustrations to make numerical or descriptive information easier to understand and remember**



# Processing Data





# Figure & Table Number

**Use Arabic numerals**

**i.e Figure 2**

**Number figures and tables separately**

**i.e Figure 1, Table 1**

**Number the visuals in their order of appearance**



# Title or Caption

**Short & concise**

**Describe the visuals**

**Placement:**

**Figure – below the figure; Table -- above the table**

**Capital letter for each word except preposition  
(i.e for, at, in) and articles (i.e a, an, the)**

# Labels

**clear**

**short**

# Presenting Numbers

## Spell

- **Beginning of sentence**

## Use figure

- **Middle of sentence**
- **Dates**
- **Street numbers**
- **Room numbers**
- **Telephone numbers**
- **Page numbers**
- **Percentages**

# Writing 'Findings and Discussion'

## Type A

Findings/Results for Objective/ Research Question 1

Findings/Results for Objective/ Research Question 2

Findings/Results for Objective/ Research Question 3

Discussion for Objective/ Research Question 1

Discussion for Objective/ Research Question 2

Discussion for Objective/ Research Question 3

## Type B

Findings/Results for Objective/ Research Question 1

Discussion for Objective/ Research Question 1

Findings/Results for Objective/ Research Question 2

Discussion for Objective/ Research Question 2

Findings/Results for Objective/ Research Question 3

Discussion for Objective/ Research Question 3

# 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.**