



# HUM 120

# EXPOSITORY WRITING

Lecture 06

# Previous Lecture

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- Title Page
- Executive Summary
- Table of Contents
- Introduction

# Report Structure: Sections

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- Title Page
- Executive Summary
- Table of Contents
- Introduction
- Discussion
- Conclusion
- Recommendations
- Bibliography
- Appendices



# Report Structure: Sections

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# Report Structure: Discussions [1/3]

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- **Discussion explains:**
  - What exactly you accomplished?
  - What problems you encountered (status report)?
  - What you saw and did (trip report)?
  - What procedure you followed?
  - What you learned from the task (laboratory report)?
  - What options exist as feasible solutions to a problem (proposal)?

# Report Structure: Discussions [2/3]

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- Author's reflection on the subject matter
- Author's expression of his/her own opinions and views
- Indicates how to provide solution to the problem
- Good prose style
- Justified arguments or generalizations

# Report Structure: Discussions [3/3]

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- To think critically about an issue.

- To develop creative solutions to the problems.

- To formulate a deeper, more profound understanding of the problem under investigation.

# Report Structure: Template

## Discussion Writing

Use the discussion template to plan your writing

Write your discussion title here

For

❖ Point 1

❖ Point 2

❖ Point 3

❖ Point 4

Against

❖ Point 1

❖ Point 2

❖ Point 3

❖ Point 4



# Report Structure: Findings

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- How *reliable* are the findings?

- How *significant* are the findings?

# Findings Examples

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- **Describe:** Convert data into percentages (up to one decimal point)

## Example

You issued questionnaires to 200 working adults. 93 adults said they were most unhappy because they did not save as much as they should.

1. 93 out of 200 = 46.5%
2. **46.5%** of respondents said they were most unhappy because they did not save as much as they should.

# Report Structure: Conclusions

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- Conclusions:
  - are logical deductions based on the data in the findings section.
  - are a comprehensive summary of the findings.
  - sum up the main points of the report.
  - highlight the significant elements.
  - relate to the objectives.
  - end with a statement which will lead to the recommendations section.

# Example: Conclusions

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## CONCLUSION

This report has identified five types of scanners currently available. Some are primarily used for professional purposes such as the drum scanner; others are used more broadly in the workplace and home such as flatbed scanners and to a lesser extent sheet fed scanners. Scanners for specialized purposes have also been identified such as slide and handheld scanners.

Specialized scanners are currently being incorporated into other types of technologies such as digital cameras, printers, and photocopiers.

# Report Structure: Recommendations



- Recommendations can be made concerning:
  - the implementation
  - general applicability
  - suitability of findings
  - suggestions of topics for further research

# How to write Recommendations?

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- Brief – write concisely; any reason for recommendation should only be given if necessary.
- Clear – do not be ambiguous as to how the suggestion should be implemented.
- Precise – vague recommendations usually result from **insufficient research/analysis**.

# Bibliography or Work Cited

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- All the sources of information are included in the report.
- Use the standard format: APA/MLA
- Ensure that all the work you cite in the body of your report is listed in the reference list.

# Appendices

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- An appendix contains material which is too detailed, technical, or complex to include in the body of the report .
- Example:
  - Specifications
  - Questionnaire
  - Long complex table of figures etc.
- Placed at the very end of the report.



# Conclusions



- Discussions
- Findings
- Conclusions
- Recommendations
- Appendices