A practical report (laboratory report, scientific report, field report) is a report on some practical research or experiment you have undertaken in the laboratory or the field. The report is highly structured under headings such as: title, author, abstract, introduction, methodology, results, discussion, conclusion, references and appendices.

**Structure**

<table>
<thead>
<tr>
<th>Title</th>
<th>Abstract</th>
<th>Object</th>
<th>Theory</th>
<th>Method</th>
<th>Results</th>
<th>Discussion</th>
<th>Conclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell the reader the topic of the report</td>
<td>A brief synopsis of the whole report, including 1. theory 2. procedure</td>
<td>3. results 4. conclusions</td>
<td>A sentence or two about what the overall purpose of the experiment</td>
<td>A detailed description of 1. the method used in the lab, including 2. what measurements were taken 3. at what times they were taken</td>
<td>A list of the items used to perform the experiment. This can also include 1. line drawings of items that are less common, - providing a title for each drawing</td>
<td>An account of the measurements taken</td>
<td>If you are using complex mathematics for your data, you should 1. display those calculations so that the reader can see how figures were arrived at</td>
</tr>
<tr>
<td>1. Name of author(s)</td>
<td>2. Date</td>
<td>3. Title of report</td>
<td>A statement concerning 1. the laws 2. guiding principles</td>
<td>governing the phenomenon under investigation</td>
<td>An account of the measurements taken</td>
<td>1. These measurements are typically given in tables or graphs</td>
<td>1. go back to the Theory and Object sections of the report 2. discuss the results in terms of the guiding principles and laws and the purpose of the lab.</td>
</tr>
</tbody>
</table>
Academic words for reporting and connecting

To introduce an additional idea
in addition, another reason/ aspect/example, furthermore, moreover, besides, also

To introduce an opposite idea or contrast
On the other hand, in contrast, in spite of. Although, still, nonetheless, instead, compare this with, alternatively, otherwise, on the contrary, rather

To give an example
For example, for instance, an example of this is, a further instance of this is,

To list ideas in order of time
First, first of all, first and foremost, second, more important, most important, more significantly, above all, most of all, concurrently, an additional

To introduce an explanation or make a stronger statement
In fact, indeed

To introduce a result
Accordingly, as a result, as a consequence, consequently, for these reasons, hence, therefore, thus

To point to evidence
It can be seen that, the evidence is that, in support of this

To make a tentative statement
Studies suggest that, perhaps, it would seem that, it tends to be the case that, studies indicate

Hedging Expressions
It should be the case that..... Viewed in this way.......
It might be suggested that.... There is every hope that...
It may be possible to obtain..... It is important to develop....
It is useful to study.......... It is not known whether
One cannot exclude from........ It is/it is not difficult to conclude from...

Discipline Example
EV2003


Useful Links

Academic Phrasebank
http://www.phrasebank.manchester.ac.uk/