

Research Report

Organization Template for Students

1. Title Page

- Title of the Report
- Your Name
- Class / Course
- Date

(Type your details for the title page here)

2. Abstract

Brief overview (150-250 words)

Summarize your report purpose, methods, main findings, and conclusion

3. Table of Contents

Insert the main headings and subsections with page numbers

4. Introduction

- Background information
- Statement of the problem
- Purpose/objectives of research
- Scope of research

Write your introduction here

5. Literature Review

- Relevant studies and findings
- Theoretical framework
- Research gaps

Summarize key existing research and theories

6. Methodology

- Research design
- Data collection methods
- Participants/sample
- Data analysis

Describe your research process and tools

7. Results

- Findings
- Tables, charts, or figures (if applicable)

Present your results here

8. Discussion

- Interpretation of results
- Comparison with previous studies
- Implications

Discuss the meaning and implications of your findings

9. Conclusion

- Main findings summary
- Significance
- Limitations
- Recommendations

Conclude your report and suggest further research

10. References

- List of sources cited (APA/MLA/other format)

Insert your references here

11. Appendices

- Additional data, survey forms, etc. (if needed)

Add supplemental material here