

Research Report Outline

Abstract

In 65 words maximum, you are to tell the reader what your paper is about, what you will talk about and why it is important. It is sometimes easier to do this section after you finished your full research report. This is a brief summary of your entire paper.

Introduction

In this section you will introduce your topic. You will use this section to catch the reader's attention and outline what your report will be about. You should include some **general** background/historical information.

You should have a **question or argument** that you want to be the focus of your research (Example: If you are doing a report about soccer, don't just write about what soccer is... What specifically about soccer will you be looking at? It's impact on society? Why it is a worldwide sport? Etc.)

You should use the introduction to highlight the key points that you will be researching for the report. You should have a minimum of three sub-topic areas that you will focus on and how it relates to your topic's main question/argument.

You should conclude the introduction by stating your key argument for your topic

Body Paragraphs

For the body paragraphs you will take the sub-topics that you mentioned in the introduction and research them in as much detail as possible. Be as thorough as possible and try to look at each point from different as many viewpoints as possible. At the end of the detailed report on each sub topic you should conclude by telling how it relates back to your main question/argument.

Be sure to research from multiple sources for each of your subtopics. Do not just use one source (book, website, magazine, newspaper etc.)

Conclusion

In the conclusion, you should re-state your research report's main argument and the sub-topics that you discussed. The conclusion should be a summary of your paper.

Remind your readers why the information in your paper is important. Your conclusion could challenge your readers to take action on the information in your paper or show your readers how your topic fits into the larger world.

You should include some information regarding areas/topics for future research

References

This is done on a separate page (not included in your total page number). Throughout the research report, anytime you take information from another source (example: quotes, facts, figures, information that is not from you) you have to reference it in the report and include the source on your reference page.

Remember that any information that is not written by you is **PLAGARISM!** This means that if you cut and paste anything off the internet without referencing or properly citing you will get an automatic **ZERO GRADE!**