REPORT WRITING – TOP TIPS

- Use the University’s House Style, format and layout as set out in the Good Practice Guidance document that can be found here.

- Set out the report using appropriate headings.

- Explain the purpose of the report in a short, succinct summary:
  - What is the report about and why?
  - Who asked for the work to be undertaken?
  - Does it link to a University strategic objective?
  - Is it required as part of external policies / regulators requirements

- What is the committee receiving the report being asked to do with it:
  - note it
  - comment
  - recommend upwards
  - approve the recommendations set out within the report

- Include a brief description of the work undertaken to produce the report and conclusion of the key issues that were explored as part of the work:
  - Useful, vital information
  - Clear and concise
  - Do not regurgitate minutes or records of meetings

- Give an assessment of the arguments for and against any proposed actions the committee is being asked to take, including:
  - Resource implications of any options presented (e.g. Financial / Staff / other)
    - Has this resource been accounted for?
    - Is there resource available?
    - Will additional allocation of resource be required?
  - Assess the risks associated with proceeding and/or not proceeding with the recommendations
  - Timing implications / time-limited options attached to the recommendations

- Set out clear and succinct recommendations (if that is the purpose of the report) for the Committee to consider.

- Recommendations should also indicate where the responsibility for implementing the recommendations is held.

- Information that is not required for the main body of the report, but which may provide helpful context to the committee should be attached to the report as an appendix.

- A coversheet is required for all reports that exceed four sides of A4 in length (excluding appendices).

- Author’s name and date (e.g. March 2018) at the end of the report.