

Differences between reports and essays

Instructions -- Complete these sentences by filling in the blanks

- 1 In the introduction to _____ the writer may tell the reader what is covered, but the beginning of _____ is much more specific with background and purpose sections.
- 2 The conclusion of _____ may simply sum up the preceding arguments, but the end of _____ is much more specific and often includes recommendations and/or solutions.
- 3 The format of _____ is much more rigidly constrained than that of _____. The logical development of material in _____ must be rigorously maintained.
- 4 _____ uses headings and figures to make contents immediately clear, and points may be numbered and in note form. _____ may use some headings, but numbers are seldom used.
- 5 A bibliography must be included at the end of every _____ and may be included at the end of _____.
- 6 _____ must be very concise and free of digressions that might be tolerated in _____.