

Differences between reports and essays

Answer key

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