

# Report Creation

## Report Structure

### Introduction

- Topicality
- Hypothesis
- Object and subject of the research
- Goal and tasks

### Reference research

- Review of the sources
- Analysis and preliminary conclusions

### Field research

- Methodology - Questionnaire
- Analysis and evaluation

### Conclusions

- Accepting/rejecting hypothesis
- Conclusions and recommendations

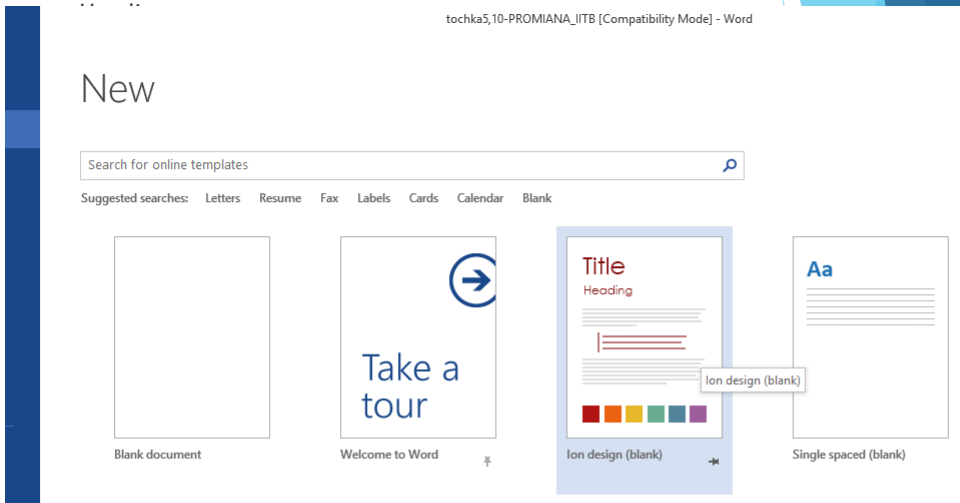
### Bibliography

- List of references

### Table of content

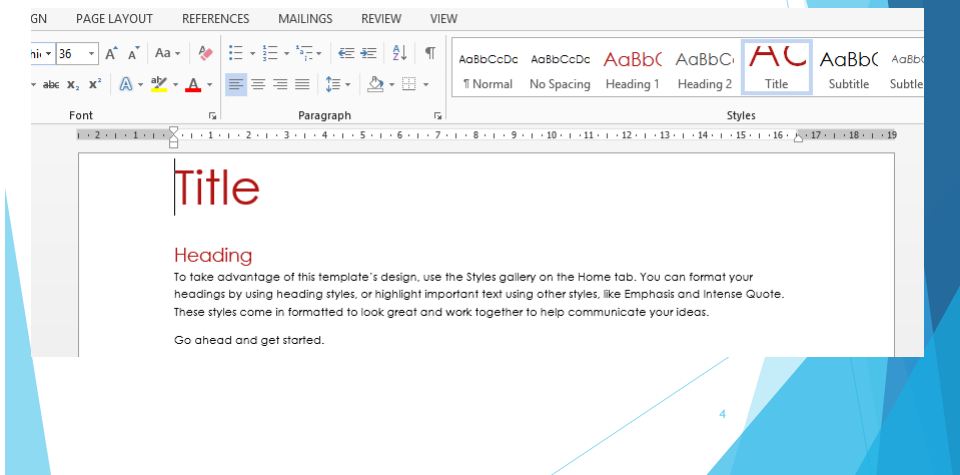
# Report Creation

## ► Using Templates



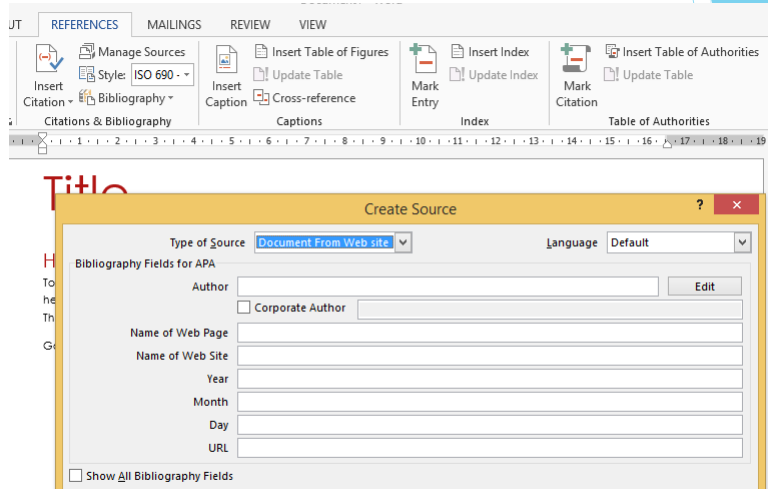
# Report Creation

## ► Headings



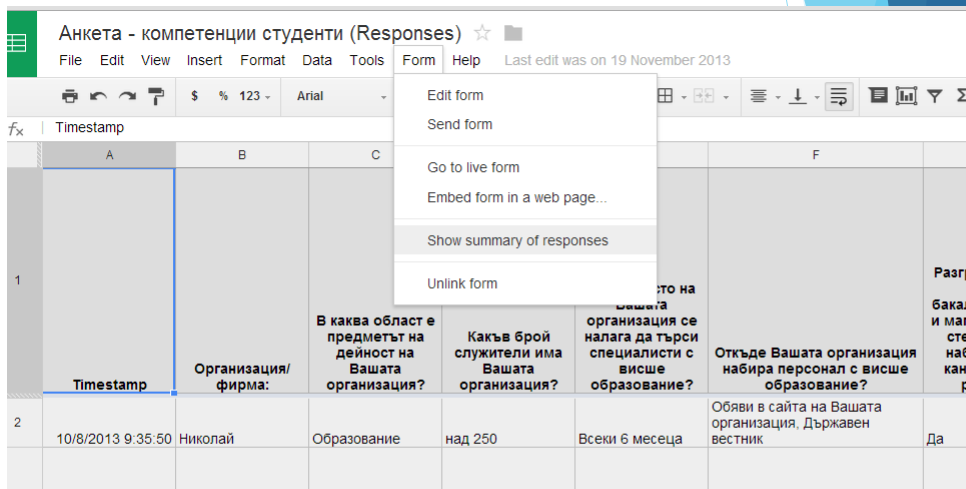
# Report Creation

## ► Citation



# Report Creation

## ► Summary of Responses



# Report Creation

## ► Adding Diagrams

The screenshot shows the Microsoft Word interface with the 'References' ribbon active. A 'Screen Clipping' dialog box is open, allowing the user to take a snapshot of a portion of the screen. The background document contains a horizontal bar chart and a table.

В каква област работите?		Вашата организация?	
публичен сектор, НПО	10	публичен сектор, НПО	30%
индустрия	4	индустрия	12%
строителство	2	строителство	6%
търговия	4	търговия	12%
селско стопанство	0	селско стопанство	0%
туризъм	0	туризъм	0%
	2	транспорт/спедияция	6%
	3	други услуги	9%
	8	Other	24%

# Report Creation

## ► Bibliography

The screenshot shows the Microsoft Word interface with the 'References' ribbon active. A 'Bibliography' dialog box is open, showing options for 'Bibliography', 'References', and 'Works Cited'. The background document shows a 'References' section with a list of citations.

**References**

Chen, J. (2008). *Citations and References*. New York: Corbis Press.

Hoa, J. (2009). *Creating a Formal Publication*. Boston: Pearson, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**Works Cited**

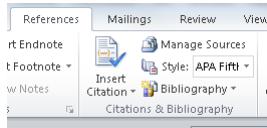
Chen, J. (2008). *Citations and References*. New York: Corbis Press.

Hoa, J. (2009). *Creating a Formal Publication*. Boston: Pearson, Inc.

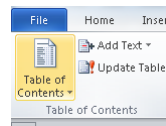
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

## Requirements to the Report

- ▶ Use APA Fifth edition style of the sources citation



- ▶ List at the end of the report.
- ▶ Create Table of content of the report (see the Sample from the Web site).



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