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## Step 2: Define the audience

At university - your lecturer or tutor, the marker of your work.

In the workplace - further analysis needed e.g. degree of technicality required.

Given the audience of your report at university, you will need to present a report that is well-researched, shows a depth of understanding and uses appropriate [academic style](#).

## Organising the report

- No one ideal strategy
- A logical and clear organisational strategy, however, is a key ingredient to a good report

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## Referencing

- It is essential to include a [reference list](#) or bibliography of the reference material you consulted during your research for the report.
- Each reference in the reference list needs to contain all of the bibliographic information from a source.
- You should also check with your lecturer or tutor for any Faculty guidelines on referencing formats.



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