

# DIFFERENCE BETWEEN REPORT ESSAY

## REPORT

### Function

- Presents information with a clear purpose to a specific audience
- A result of research and/or analysis of data and/or issues.
- Used to help make and evaluate decisions or account for actions
- Often simulate industry reports

### Structure

- Specific sections using numbered headings and sub-headings
- May use graphics (tables, graphs, illustrations)
- May be followed by recommendations and/or appendices

## ESSAY

### Function

- Presents a logically structured answer to a particular question, or questions, usually presented as an argument
- Used to help make and evaluate decisions or account for actions

### Structure

- Continuous flow of text using minimal sub-headings
- Rarely uses graphics
- Rarely has recommendations or appendices