Test Report

Test Reports can also be called laboratory reports and are created to report the results of tests and experiments. Reports are usually a routine part of laboratory environments but can also be reports that are done as a result of marketing research.

**Purpose:** To provide information.

**Audience:** Depending upon the purpose, the audience member or members can vary. Test reports can be formal or informal reports, and should be professionally written with a formal tone and following business style.

**Characteristics:**

- **Accuracy** is a key characteristic of reporting test results. In order to maintain that accuracy, you should always keep explicit notes that will provide you with dates, times, methods, results, and any other information that will assist you in recording your findings.
- State your findings *objectively* and *quantitatively*.
- Provide visuals for clarity. Create graphs, tables, or illustrations in order to simplify information for your reader.
- Passive voice is often used in test results, but passive voice isn’t a requirement.
- For in-company reports, use either an e-mail or memo, and for out of company report, send a letter.

**Formatting:**

- Subject line will identify the test you have performed and the date.
- Introductory paragraph will contain the statement of purpose. In this paragraph, you will explain the test in terms of the purpose, the scope, the methods, and results. This is especially significant if you are providing marketing information.
- Your next paragraph should contain the data. You may provide a table, chart, or graph.
- Interpretation of findings should follow the data. This paragraph should be in a narrative formatting. In addition to findings and results, you may include any conclusions that may be made according to your findings and offer any recommendations.
- Conclusion: End your report with goodwill and express gratitude.

If the test is a part of significant study, you may want to provide a brief informal report as a completion or progress report but include more detailed information in a more formal report at a later date. In the event that you send two separate reports, maintain consistency and remind your audience that a more formal report is forth coming.