One Possible General Format For Engineering Geology Reports

Table of Contents
Summary (abstract; abstract by Landes)
Introduction
  Statement of problem as presented to you
  Description of information you were presented with (maps, cross sections, tables)
  Conditions/deadlines that you operated under
  (This covers you and gives the reader an appropriate starting point)
Topography
  Description
  Interpretation
  Relevance
Geology
  Description
  Interpretation
  Relevance (if any) to engineering and hydrology
Hydrology
  Description
  Interpretation
  Relevance (if any) to geology and engineering
Engineering
  Options
  Requirements of different options
  Relevance (if any) to geology and hydrology
  Costs of different options (if possible)
  Pros and cons of different options
Conclusions
  Key findings/interpretations from geology and engineering analyses
  Key recommendations
    Things you were asked to do
    Things you weren't asked to do but you think your client should know
      (e.g., possible follow-up investigations)
References

Almost invariably some graphics/illustrations will need to be included (e.g., maps and cross sections, engineering design plans, etc).

Remember to use the four step approach as best you can:
1. Recognition of potentially hazardous/beneficial situations
2. Characterization of potentially hazardous/beneficial situations
3. Evaluation of risk associated with potential hazards and benefits
4. Assessment: Is the level of risk acceptable?