[*Title of report*]

Complied by: *Name of composer*

Date: *DD/MM/YYYY*

Audience: [*Who will read the report*]

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# Executive Summary

[*Is a short section of a document, produced for business purposes, that summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become*]

# Introduction

*Terms of reference outline of report’s structure*

*Guides to what should be in your introduction*

*1. Background.*

*In this part you have to make clear what the context is.*

*2. The Problem.*

*If there was no problem, there would be no reason for writing a report, and definitely no reason for reading it.*

*3. The Proposed Solution.*

# Body of your report

*Contains headings and sub-headings which reflect the contents of each section. Graphs and charts may be used to illustrate finds or data within the report.*

## Heading 1

*[Illustrations]*

### Diagram 1.

## Heading 2

### Graph/ Chart

### Diagram 3

# Conclusion / recommendations

*States the major inferences that can be drawn from the discussion makes recommendations*

# Reference

*List of reference material consulted during research for report*

|  |  |
| --- | --- |
| Title | Source |
|  |  |
|  |  |
|  |  |

# Appendix

*Information that supports your analysis but is not essential to its explanation*

*Examples –surveys questionnaires used for the report*

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