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## **Report Format Example**

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### **1. Title Page**

- Title of the Report
- Author's Name
- Department / Course (if applicable)
- Institution / Company
- Date of Submission

### **2. Executive Summary / Abstract**

*(One short page or less)*

- Purpose of the report
- Methods used
- Key findings
- Conclusions
- Recommendations

### **3. Table of Contents**

- List all sections and subsections with page numbers
- Include list of tables and figures (if applicable)

#### **4. Introduction**

- Background information
- Purpose of the report
- Scope (what the report covers)
- Limitations (optional)
- Methodology overview (how information was gathered)

#### **5. Methodology**

- Research or data collection methods
- Tools, instruments, or procedures used
- Criteria for analysis

#### **6. Findings / Results**

- Present data clearly
- Use tables, charts, or diagrams if needed
- Explain significant observations
- Organize findings into themes or categories

## **7. Discussion**

- Interpret the results
- Compare findings with goals, expectations, or previous research
- Identify patterns or significant insights
- Explain causes, effects, or relationships

## **8. Conclusion**

- Summarize key points
- Emphasize the importance of the findings
- Answer the report's main question or purpose

## **9. Recommendations**

- Provide actionable and realistic suggestions
- Address problems identified in the report
- Suggest future improvements or next steps

## **10. References**

- List all sources used
- Use appropriate reference style (APA, MLA, Chicago, etc.)

## **11. Appendices**

- Additional data, charts, survey tools, or supporting material
- Number each appendix (Appendix A, B, C...)