

Report structure:

Executive summary	<p>The executive summary should briefly:</p> <ul style="list-style-type: none">• State the purpose of the report• Provide background information to establish the context for the report• Identify the source of data and how it has been analysed• Summarise the main ideas and recommendations of the report• Include any limitations encountered and how this affects your recommendations• Indicate the scope of the report and clarify key or ambiguous terms.
Body	<p>The main body of the report should detail the key findings of your report and analysis. The body of your report should include:</p> <ul style="list-style-type: none">• Data collection techniques/methods used• Findings or results• Analysis, discussion and explanation of your findings. <p>The body should be presented in a logical sequence. It may be divided into sections outlined by heading and subheadings.</p>
Conclusion	<ul style="list-style-type: none">• Summarise the key points from the main body of the report• Clearly relate to the objectives of the report• No new information should be included here.
Recommendations	<p>If required, this section should include your recommended strategy or course of action based on the findings of the report. Recommendations must be supported by the data presented in the body of your report. Recommendations should:</p> <ul style="list-style-type: none">• Be given only when asked for• Be based on analysis of data and conclusions• Contain some indication of how they can be implemented• Be sensible and feasible.