Title of Report

Assignment Title

Your name (First + Last)
Your Student number

Course code and title

Due date
Executive Summary

Give a brief outline of the report in full (around 200 words).

Describe the purpose of the report:
• What was the problem/issue?
• What were the major findings?
• What is the conclusion drawn from the report?
• What are your recommendations?
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>DISCUSSION [This section will include relevant headings and sub-headings of the discussion]</td>
<td>4</td>
</tr>
<tr>
<td>CONCLUSION</td>
<td>4</td>
</tr>
<tr>
<td>RECOMMENDATIONS</td>
<td>5</td>
</tr>
<tr>
<td>REFERENCE LIST</td>
<td>6</td>
</tr>
<tr>
<td>APPENDICES (if applicable)</td>
<td>7</td>
</tr>
</tbody>
</table>

**NOTE:** Headers and Footers (including page numbers) should only appear on pages that follow the TOC. **DO NOT** include them on the Title page, Executive Summary page, or TOC page.
Introduction

1. Set the scene - give some background information about the topic
2. State the purpose/aim of the report
3. Outline the structure (what you will be discussing within the report)

NOTE: An introduction is not the same as an executive summary!
The executive summary SUMMARISES the entire report. The introduction provides background info about the topic and outlines the structure of the report, but does not give details of findings or recommendations.

Discussion

• Main body of the report where you present the arguments for your recommendations
• Present your arguments in a logical order using appropriate headings and sub-headings
  o Make sure your headings and sub-headings stand out from the body text so they are easy to identify
  o Use as many headings and sub-headings needed to logically arrange the arguments. However, do not use too many or else your report will look ‘chunky’ with lots of little sections of text.
  o Include every heading and sub-heading in the TOC

NOTE: You do not need to start the discussion on a new page. Just continue from where the introduction ends.

Conclusion

• Very brief summary of your report & judgment
  o What has been achieved?
  o What is the significance of your discussion?

NOTE: You do not need to start the conclusion on a new page. Just continue from where the discussion ends.
Recommendations

- Explicitly state what your recommendations are following your conclusion
- This should be a separate section to the conclusion
- This section can be written in paragraph format, or in bullet points

*NOTE: You do not need to start the recommendations on a new page. Just continue from where the conclusion ends.*
Reference List

- A complete list of ALL sources used
- List in alphabetical order
- Use **HARVARD** referencing style (follow correct format)
- Any reference given in the reference list MUST ALSO feature in-text (do not include any references that have not been included in-text)
- List references alphabetically with clear spacing between each

*NOTE*: The Reference List **MUST** be presented on a new page.
Appendices (if applicable)

- Any information used in your report but not included in the body
  - Graphs, charts, tables, any other data

*NOTE:* Each appendix **MUST** be presented on a new page.