## Handout: Elements of a Report

When writing reports, remember the following elements to a report:

* Title section: this could be a title page or it includes a table of contents if the report is lengthy.
* Summary: this section should contain a concise description of the main points, conclusions, and recommendations.
* Introduction: in this section, you should provide the background of the situation or problem and demonstrate to your target audience the importance of this report. Give a brief description of how the information is arranged. Keep the language simple in this section.
* Main body: this portion of the report may contain several sections with subtitles. You may use technical words or jargon, but try to defined concepts as you go along. Remember to arrange your data logically. Prioritize your information with the most important facts first.
* Conclusion: your conclusion should be logical and should strive to pull the investigation together. You may also provide options for the future. Remember to write this section like the introduction, in plain English.
* Recommendations: provide a suggestion. Make a clear and determined statement in plain English.
* Appendices: in this area, you will put your technical data that supports your report. The language here can be very technical.