# **Report Writing Format**

# Title Page:

Report cover with essential details (title, name, date, organization)

# **Executive Summary:**

Concise overview of key findings, conclusions, and recommendations

# Methodology:

Explains data gathering and analysis approach

# Conclusion:

Summarizes key findings and their significance

# Table of Contents:

Navigation tool with section titles and page numbers

# Introduction:

Sets context, purpose, objectives, and scope of the report

# Findings:

Presents analysis results and relevant data

# Recommendations:

Offers actionable improvement measures based on findings

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Yijin Wang

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