Formal Report Requirements

📖 Report
❑ Transmittal Memo
❑ Bound

📖 Front Matter
❑ Cover (no page number; includes report title, group members' names, graphic)
❑ Title Page (report title, submitted to, submitted by, date, brief summary, page number counted, but suppressed)
❑ Table of Contents (outlines report, page #s match TOC page, indicates heading levels)
❑ Informative Abstract/Executive Summary – (**Most important section. Should be a concise, to-the-point summary of the report's contents—readable, not choppy, numbered as page ii**)
❑ Project Summary (Opt.)
❑ List of Illustrations
❑ List of Symbols (Opt.)

📖 Body
❑ Introduction (establishes context, background, purpose, objectives, scope of report, page 1)
❑ Background, Problem Description, Needs Assessment (*some of this information may be included in subsections of the introduction*)
❑ Materials and Methods (discusses the materials and methods used during your experiment, study or project)
❑ Results and Discussion (explains results, offers appropriate visuals to help communicate findings. Most likely the longest section.)
❑ Recommendations (makes recommendations based on conclusions, demonstrates how solution meets established criteria)
❑ Conclusions (summarizes report and effectively ends communication; grows out of information presented in report; informs audience you have achieved your objectives)

📖 End Matter
❑ Glossary (Opt.)
❑ Bibliography
❑ Appendix (Opt.)

📖 Style
Clear and concise

Specific details and description

Effective written communication

Effective graphics