

# Report Writing Format

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

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## Executive Summary:

Concise overview of key findings, conclusions, and recommendations

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

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Explains data gathering and analysis approach

## Findings:

Presents analysis results and relevant data

## Conclusion:

Summarizes key findings and their significance

## Recommendations:

Offers actionable improvement measures based on findings

# How To Prepare Report

**John Bowden**



## How To Prepare Report:

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About the author: John Bowden studied at the London School of Economics. He has enjoyed success both as a professional manager in industry and as a senior lecturer and has written several books on communication.

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