

## Steps in writing a report

**Instructions -- Below are 15 suggested steps in preparing a formal analytical report. What order would you put them in?**

Make a title page and table of contents	Prepare tables and graphics	Define your sources of data
Decide on your recommendations	Gather and analyse your data	Decide on the key points to include in the report
Edit and proof-read the report	Select data to support your key points	Decide on the best structure for the report
Write a draft	Define the readers of your report	Decide on the best order for your points
Format the report professionally	Write an executive summary	Define the purpose of your report