

Steps in writing a report

Answer Key

1. Define the purpose of your report
2. Define the readers of your report
3. Define your sources of data
4. Gather and analyse your data
5. Decide on your recommendations
6. Decide on the key points to include in the report
7. Decide on the best order for your points
8. Decide on the best structure for the report
9. Select data to support your key points
10. Write a draft
11. Prepare tables and graphics
12. Edit and proof-read the report
13. Write an executive summary
14. Format the report professionally
15. Make a title page and table of contents