Title

Author's Name
Author's Contacts

Executive Summary – No more than four lines. You should summarise here the basic facts and anticipate the main conclusions. Bear in mind while writing it that the reader might have not time to read the full report; so, the executive summary should give the main message. Be concise, and write short statements. Pay attention to typos. They would give a very bad perspective on the Author.

Introduction - No more than five lines. The introduction should include the premises (what are the basic elements to understand the report contents?). If applicable, motivation for writing the report should also be given (e.g. why this subject?). Possibly, refer to previous reports or other documents available to the reader.

Section 1 Title – The body of the report might be split into short sections if useful, like in this example. In any case, no more than twenty-five lines overall. Itemisation helps. Example:

- Item1
- Item2
- Item3

Be concise, and write short statements. Use proper, correct and standard English. Check errors, typos, before delivering the report. Avoid detailed descriptions. The scope of a report is to bring highlights; if the reader is interested to get details, he/she will contact you. Try to be objective, leaving personal comments to the final part of the report. The style should be formal. Do not write using first singular person ("I").

Section 2 Title – qwerty

Conclusions – Few lines to summarise the main facts and draw main conclusions. A personal statement with your thoughts might be included. Your personality should be present in the last few lines of the report. Keep the overall report within one page.