How to Write a One Page Report[1]

Author's Name
Author's Contacts
Date

Executive Summary – You should summarise here the basic facts (what is the document about?) and anticipate the main conclusions. Bear in mind that the reader might have not time to read the full report; this summary should provide the main and complete message. Moreover, the reader might decide to read further, depending on the interest generated by this summary. Be concise, and write short statements. Pay attention to typos; they would give a very bad perspective on the Author. No more than four- six lines.

Introduction - 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. Approximately four-six lines.

Section 1 Title – The body of the report might be split into few short sections if useful, like in this example sheet. Itemisation sometimes helps to organise the text. For example:

- Item1
- Item2

Be concise and clear. Statements should be short. Use proper, correct and standard English. Look for errors and typos before delivering the report. Once written, read it again, and again. Ask someone else to read it and provide comments on its clarity, and the level of presentation.

Do not underestimate the role of the presentation style. The full report should use the same character (e.g. Calibri 11, as in this case). Make cautious use of *italic* and **bold**. Paragraphs should be properly formatted, like in this example sheet.

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 in the body of the report, leaving personal comments to the final part of it. The style should be formal. Do not write using first singular person ("I"). If useful, add a diagram/chart/figure: sometimes concepts are made much clearer through visual elements.

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.

1. This document is intended solely for students of the course "Project Management and Soft Skills"