**How to Write a One Page Report1**

**Author’s Name**

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**Date**

**Executive Summary –** 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; so, this summary should provide the main message. Moreover, the reader might decide to read further, depending on the interest generated here. Be concise; write short statements. No more than four lines.

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**Introduction -** The introduction should include the premises (what are the notions needed to understand the contents of this report?). If applicable, motivation for writing the report should be given (e.g. why this subject?). Possibly, refer to previous reports or other documents available to the reader. Approximately four-six lines. Pay attention to typos; they would determine a bad perspective on you.

**Section 1 Title –** The body of the report might be split into few short sections if useful, like in this example sheet. Each section will have its own title (please change it). Itemisation sometimes helps to organise the text; for example:

* Item1 bla bla
* Item2 bla bla

Be concise and clear. Statements should be as short as possible. 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 style 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 (all lines ending at the same point on the right, etc.).

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 –** As mentioned during the classes, this report will be one of the documents needed to be admitted to the oral part of the exam. Students can deliver it during the teaching semester, or later by the date set as a deadline for the exams. Documents delivered later with respect to the deadline, or in a format that does not follow the guidelines, will be not considered (and the admission to the oral exam will not be granted). If the report will not be considered of sufficient quality from the presentation viewpoint, admission to the oral exam will not be provided.

**Conclusions –** Few lines to summarise the main facts and draw main conclusions. A personal statement with your thoughts/opinion on facts reported 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”. It refers to the situation where someone is asked to report on the status of an activity, or the participation to a meeting, or similar