**Task report Template**

**Step 1: Determine the Purpose**

As suggested by the term itself, task reports are made to determine the information related to a task or tasks. Hence, task reports can be of various types. This type is determined based on the objective of your report. For instance, if you want to assess a business task then your report should include details about that task. Before you start writing the report, think carefully about the goals that you want to achieve through the report.

**Step 2: Compile the Research Materials**

This is an optional step. Not all types of task reports require research materials. However, if your task did require research work, then you need to include all the items that you used to arrive at your findings or make your recommendations. As you develop your report, you will relate to these items. In some instances, you may need to include them in your report’s appendices.

**Step 3: Provide a Cover Page**

The first thing to do while writing a report is to provide a cover page or a title page. This page will contain information about the maker of the report and what has the report been made for. You need to include your name and contact details, along with the name of the task or tasks, the date, and the name of the organization for which you are writing the report.

**Step 4: Write a Summary**

The next part of writing the report is to provide a summary of the project or the task for which the report is being made. This part of the task report must give a general concept of how the venture progresses without getting into too much information. A person who does not have time to read the entire report thoroughly must be able to get a picture of the current status of the project through the summary of the status report.

**Step 5: Provide an Introduction**

The introduction should be able to tell the reader why you have written the report, what the objectives are that you wish to accomplish through the report. Sum up the study background and clarify your end goal. Preview the issues that you are going to reply to or the problem you are going to fix. Give your report’s range as well as a content road map.

**Step 6: Define the Conclusion**

In the main body before the conclusion, you need to write what the final results are that you have reached through your report. In this part, you have to Give a fundamental summary of your studies or evaluations on the specific task. Then address your results and comprehend them and how they connect to your report’s subject. You also need to include a list of all of the results that you have reached.

**Step 7: Provide Recommendations**

What will occur in the past should be explained by your suggestions or recommendations. Explain what your alternatives are going to fix and how they connect to your findings. Provide your suggestions in a marked lineup after composing your description, beginning each with a verb. List them in the order of most significant to the least significant.