**EXECUTIIVE SUMMARY**  
**Description**  
A concise summary of the report that provides an overview of the purpose and main points of the report, including the recommendation(s).

**Evaluation**

Outstanding: Clear and concise summary of all the findings and recommendations within the word limit (+10%).

**Further Information**An Executive Summary is required. The maximum permitted word limit for the Executive Summary is 200 words (+10%). The Executive Summary is a brief and concise summary of the longer report – this is NOT an introduction to the report. It should provide an overview of the purpose and main points of the report, including the recommendation(s), allowing the reader to quickly become acquainted with the report without having to read the full report. Think of the Executive Summary as your “elevator pitch” to the CEO of your focal organisation.