Long Formal Report

Three major parts:

1. **Prefatory part**
   1. Title fly: 1st page of the report; no page number; contains the title of the report; title should be around 15 words; should answer what, how, where, when, which
   2. Title page: no page number;
      1. Title of the report
      2. Submitted to
      3. Submitted by
      4. Place & date: date is the last item of title page
   3. Letter of transmittal: cover letter; no page number; addressing the person you are submitting the report; stating the purpose of the report; must be signed
   4. Acknowledgement page (optional); no page number;
   5. TOC; no page number;
      1. Detail (maximum 4th level heading)
      2. There might be a separate list of tables/figures/ illustrations
   6. Executive summary/ Abstract: Contains page number in Roman format - counting from the first page; contains summary of the findings of the report; very important
   7. List of acronyms/ technical words (optional)
2. **Report body:** Contains the full report subdivided in several chapters; start using headings; under each heading something should be written.
   1. Chapter 1: Introduction: starts with page number 1.
      1. Background study (optional, make a separate chapter (usually chapter 2) under heading background study/ literature survey if large )
      2. Origin of the report: how & why this report was generated
      3. Objectives
         1. Broad objective: reflects the title
         2. Specific objectives: as specific as possible
      4. Scope of the report/study
      5. Limitations: beyond the scope; time and budget are no limitation
      6. Methodology (optional, make a separate chapter (usually chapter 3) if large, 2-3 page)
         1. Sources of data
         2. Design of the study/research design: how will you collect those data
      7. Chapter outline (optional): briefly mention what is contained in each chapter
      8. List of acronyms/ technical words (optional)
   2. Subsequent chapters –

Findings chapter:

* + 1. Findings in the findings chapter should come according to the specific objectives
    2. Findings chapter should contain a sub section named – summary of findings
  1. Conclusion: based on findings draw a conclusion
  2. Recommendation (do not recommend if not needed): make specific recommendations based on findings
  3. References (of secondary sources)

1. **Annexure/Appendices:** not part of the main report, used to better understand the report.