

## Long Formal Report

Three major parts:

### **1. Prefatory part**

- a. Title fly: 1<sup>st</sup> 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
  - b. Title page: no page number;
    - i. Title of the report
    - ii. Submitted to
    - iii. Submitted by
    - iv. Place & date: date is the last item of title page
  - c. 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
  - d. Acknowledgement page (optional); no page number;
  - e. TOC; no page number;
    - i. Detail (maximum 4<sup>th</sup> level heading)
    - ii. There might be a separate list of tables/figures/ illustrations
  - f. Executive summary/ Abstract: Contains page number in Roman format - counting from the first page; contains summary of the findings of the report; very important
  - g. 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.
- a. Chapter 1: Introduction: starts with page number 1.
    - i. Background study (optional, make a separate chapter (usually chapter 2) under heading background study/ literature survey if large )
    - ii. Origin of the report: how & why this report was generated
    - iii. Objectives
      1. Broad objective: reflects the title
      2. Specific objectives: as specific as possible
    - iv. Scope of the report/study
    - v. Limitations: beyond the scope; time and budget are no limitation
    - vi. 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
    - vii. Chapter outline (optional): briefly mention what is contained in each chapter
    - viii. List of acronyms/ technical words (optional)
  - b. Subsequent chapters –  
Findings chapter:
    - i. Findings in the findings chapter should come according to the specific objectives

- ii. Findings chapter should contain a sub section named – summary of findings
  - c. Conclusion: based on findings draw a conclusion
  - d. Recommendation (do not recommend if not needed): make specific recommendations based on findings
  - e. References (of secondary sources)
- 3. **Annexure/Appendices:** not part of the main report, used to better understand the report.