**Introduction**

* Summarize the purpose of the report and summarize the data / subject.
* Include important contextual information about the reason for the report.
* Summarize your analysis questions, your conclusions, and briefly outline the report.

**Body - Four Sections**

* Data Section - Include written descriptions of data and follow with relevant spreadsheets.
* Methods Section - Explain how you gathered and analyzed data.
* Analysis Section - Explain what you analyzed. Include any charts here.
* Results - Describe the results of your analysis.

**Conclusions**

* Restate the questions from your introduction.
* Restate important results.
* Include any recommendations for additional data as needed.

**Appendix**

* Include the details of your data and process here.
* Include any secondary data, including references.