

- What are the main parts of report? Explain
- A report is a structured document used for presenting information, analysis, and recommendations. The main part of a report include

1. Title Page -

- Contains the report title, author's name, date, and organization details. It gives a formal introduction to the document.

2. Table of Contents

- Lists the section and sub-section of the report along with page numbers for easy navigation.

3. Executive Summary

- Brief overview of the entire report, summarizing key points, findings, and recommendations.
1) Useful for readers who need a quick conclusion standing.

4. Introduction

- Provides background information, objectives, scope, and purpose of the report. It sets the stage for the reader.

5. Body (Main Content)

- The detailed section that includes data, analysis, discussions, and findings. It is organized into the heading and sub-heading for clarity.

6. Conclusion and Recommendation

- Summarizes key findings and provides actionable suggestions based on the report's analysis

7. References and Appendix

- Includes sources of information cited in the report and additional supporting materials such as charts, graphs or raw data