How to Write an Executive Summary

For the next two weeks we will be working on putting together all of our work into a full results and recommendations report as well as more digestible bite sized pieces created for sharing with specific audiences. None of this work will be due until the end of the semester, but sharing it for feedback in our weekly class discussions over the next two weeks as early and often as possible will prove very beneficial.

Executive Summary

If your presentation was a movie, an executive summary is the trailer. It should be brief and to the point. Consider this your elevator pitch for people to read the report. If no one reads anything else about the study, they should be able to get the general gist of it from this page alone. You can read more about this in the provided Writing Better Executive Summaries article.

Executive Summary Requirements

Your executive summary should be at most 1 page and should include the following.
1. About
a. Briefly, what is this about?
2. Research Purpose
a. Why is it important or why was it undertaken?
3. Major Findings
a. What are the major findings or results?
b. This should be super high-level, short, and concise.
4. Next Steps
a. What more is to be done? How will the findings be applied?
And, that's it! Leave the additional details to the full Results and Recommendations Report. It should be no longer than 1 page and should use formal (but concise) writing.

Turning it All In

Only one document needs to be submitted for the group.

Executive Summary
W09GroupName-ExecutiveSummary