**Report Format:**

**Title page**  - subject of the report, author, date

**Contents page**  - all section numbers and titles, using exactly the

same wording as in the report and Page numbers e.g

1. Professional bodies for staff members page no.

1.1 Staff member 1 page no

1.1.1 Sub headings as required page no

**Introduction** - background information

**Main body of report**  - findings, description, facts, opinions, etc. This

must be well structured

**Conclusion**  - summary

**Glossary** - explanation of any specialist terms and acronyms

**Bibliography**  - references to any books, journals, internet etc.

which were used either for background reading, or

directly quoted in the report. Site your source.

**Appendices (if any)** - scenario, tables, graphs, detailed analysis.

These must be numbered and cross referenced in

the text

**General guidelines:**

* If unsure how to produce the contents page refer to <http://www.gcflearnfree.org/word2010> and go to extras
* If using **Word**™ or a similar package, use (but don't just rely on) the spell-checker.
* Check your grammar and punctuation.
* Make sure you read it through and that you understand it.
* Make a copy - if you're using a PC make two separate copies, and keep them safe.