***Required Structure for your Report***

All reports are required to have:

* A Front page

This must contain Title (Name of Unit), Author, Class, Date

* A Contents page

Basically as listed below, with an appropriate page number. This feature must make use of the tool in Microsoft Office and not be done manually. If unsure refer to <http://www.gcflearnfree.org/word2010> and go to “Extras”

* Introduction

Basically describe the reason for this report and refer to your provided Scenario as Appendix and append to the report

* Answer to Question 1
* Answer to Question 2
* Answer to Question 3
* Answer to Question 4
* Bibliography

As per the Harvard Referencing System

* Appendix

The appended Scenario on which all the questions are based