

3.3 Report

Definition	The presentation of a particular situation in the form of a(n official) document; based on information from an investigation by an appointed person or group of people.
Purpose	To inform the reader about the situation, to draw conclusions and / or to make recommendations.
Target group	A person, or persons, of authority, either in a company or an institution.
Structure	<ul style="list-style-type: none"> ■ Addressee(s) [1] ■ Author(s) [2] ■ Subject [3] ■ Date [4] ■ Paragraphs (usually with subheadings) [5] ■ Conclusion and / or recommendations [6]

Division of household tasks: by gender, Great Britain

