**How to Write a Survey Report**

**Summarizing Your Findings**

Your survey report’s summary section provides a broad overview of the entire report. It includes the date the surveys were distributed, the methods used for calculating and tabulating responses and a list of some key findings.

**Providing Background Information**

Introduction, background and objectives sections provide information about why you conducted the survey and composed the report and what you hoped to gain from your research.

## Detailing the Methods and Results

In your method section, include the survey you administered, as well as an explanation or analysis of why you asked the types of questions you did. Describe what you did with the information generated by the surveys, and explain how you tallied and grouped the responses.

In your results section, show these tallies and groupings, either as spreadsheet-styled columns or pictorially as charts and graphs. Provide additional explanations of what the different tallies and groupings of responses indicate and why they are tallied and grouped the way they are.

## Analyzing Results and Recommending Solutions

In your discussion section, analyze the implications of your results section, specifically examples of tallies or groups that seem out of the ordinary, such as a disproportionate number of respondents answering “yes” to a survey question you thought would get more "no" answers.

Following your discussion, offer five to 10 specific, actionable recommendations based on your results. These recommendations should be clear and brief.