**Title of Formal Report**

**For: [Name of Recipient]**

**[Designation of Recipient]**

**[Name of Organisation]**

**By: [Name of Team Member 1]**

**[Name of Team Member 2]**

**[Name of Team Member 3]**

**[Name of Team Member 4]**

**[Name of Team Member 5]**

**[Date of Submission]TABLE OF CONTENTS**

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**LIST OF ILLUSTRATIONS**

Image 1 page [?]

Image 2 page [?]

Chart 1 page [?]

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ii

**EXECUTIVE SUMMARY**

[Provide a short summary of your entire report using around 100 words]

iii

**INTRODUCTION**

Purpose of this Report

[State the main objective of writing this report using around 50 words]

Example: The purpose of this report is to…

# Background/Current Situation - Singapore’s Future Energy

[Provide some background information about the current situation using around 150 words]

Example: Singapore is an island city that has limited resources due to the lack of land for solar energy, hydro power and nuclear energy. Hence Singapore needs to find new ways to sustain energy that could last for several generations and to prepare ourselves for a possible resource depletion around the world...

1

**FINDINGS AND DISCUSSION**

Details of Project

[Summarise what are you proposing and all relevant details using around 200 words]

[Tell us what the Unique Selling Proposition of your project is using around 100 words]

[Highlight the benefits to the target audience using around 100 words]

2

Analysis of Survey Results

[Summarise your Survey Results using around 300 words]

[Insert titled graphs/charts with accompanying explanation]

3

Continue your survey analysis…

4

**CONCLUSION**

[Summarise the main points covered in your report using around 100 words]

Example: Green fuel reduces air pollution and enhances air quality while geothermal releases harmful gases into the atmosphere. Green fuel is cheaper than LNG as LNG needs expensive tank and huge facilities to operate while green fuel needs only water to maintain.

**RECOMMENDATIONS**

[Mention the main recommendations that your team is proposing using around 100 words]

Example: The group has decided to recommend the use of Green fuel as it is an eco-friendly method of extracting resources, it takes lesser time to establish as compared to geo thermal which needs to locate an area before drilling for energy and LNG needs to take countless processing steps in a huge infrastructure to complete.

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**REFERENCES**

[Adopt APA 6th or 7th edition citation style]

[Make use of online citation generators such as <http://www.citationmachine.net/>]

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