Title: Executive summary template for a research paper

Subtitle: Below is a template for an executive summary that you can use to draft your own.

Read the entire research paper. The primary purpose of an executive summary is to substitute the research paper with an independent document that reflects the study's focus and results. The executive summary briefly describes the study's key points and suggests changes, actions, and implementation strategies for the business. You can use the following steps to write an executive summary for a research paper.

Take notes while reading. Because the executive summary reflects the research paper and contains its most vital messages, take notes while you read it. These notes can also help you think about how to organize your executive summary document. Rather than copying these details word for word, try paraphrasing the information using language that any reader can understand.

## Introduction:

[Describe the business, its purpose, and the problems addressed by the research paper.] Once you've read the article and organized your notes, begin writing the introduction. Include background information about the business, such as what it does and who it serves. Depending on their relevance to the research study, you may also briefly mention the company's challenges or the goals it aims to achieve. When writing an introduction, use positive and active language to engage the reader and make them want to continue reading. For example:

*Explorers Inc. has served the Utah adventure community for five years, offering single- and multi-day trips on the area's rivers. Our growing business aims to pursue our conservation mission by seeking ways to educate our customers while providing world-class adventure trips.*

## Purpose:

[Describe the purpose of the research paper.]. Next, you'll describe the research paper's focus and the purpose of the study. If you have several key points, consider using headings or bullet points for each one. Keep the information concise to allow your audience to read the report for more details. The purpose of your executive summary is to recommend and prompt actions based on the research findings, so you need to provide information that supports why these actions should occur. For example:

*Explorers Inc. sought to learn how many kayakers and canoers were interested in having a naturalist accompany them as their guide on trips. We targeted our surveys to different demographics to evaluate responses by age group, gender, and experience level. We found that beginner or less experienced boaters would most likely request a guide for a nominal fee.*

## Methodology:

[List the data collection methods used in the research study.] Outline the data sources

This section is typically a bullet point list of each source point. Here, you can briefly state where the data came from and the methods used to gather it. If relevant, you may also include details about the study's timeline. List fieldwork or secondary research if it's critical to the overall executive summary. You may include the research paper's limitations in this section or recommend further study. Sources of data may include:

* Surveys
* Polls
* Focus groups
* Experimental research
* Website profiling
* Interviews
* Case studies

## Analysis:

[Describe the key findings of the research paper.] Discuss the study's key points

You can now discuss the key points of your research report. Discuss the topics or ideas analyzed through the research, along with an explanation of your findings. When you have several attributes, consider using headings to divide them into sections. Include only the most relevant information for your readers. If they need more details, they can review the full report. For example:

*We surveyed our existing customers and individuals who follow us on social media platforms. We received responses from a wide range of individuals with various experience levels. We discovered that those new to kayaking and canoeing would like the opportunity to have a river guide. Beginners accounted for 45% of our responses, and 75% of them responded favorably to having a guide.*

## Recommendations:

[Provide a list of actions based on the study's results.] Make recommendations

Once you've outlined the report's key points, you can describe recommendations based on those findings. Explain why these actions represent solutions to identified challenges and value for the business. You may also include additional data that support your recommended actions to help persuade the readers. For example:

*In response to customers' preferences, we suggest the following actions:*

*Hire a qualified naturalist*

*Target beginners by offering discounted packages*

*Emphasize educational opportunities by targeting families for full-day expeditions.*

## Implementation:

[Describe how the business can implement the recommended actions.]Outline the implementation plan. After making your recommendations, explain how the business can implement these actions. Provide sufficient details regarding resources to help the readers understand how they can accomplish these goals or adjust the plan as needed. For example, if you identified the need to hire a naturalist, your plan can define the necessary steps and resources for finding, interviewing, and hiring qualified candidates. When developing an implementation plan, address the following aspects:

* Time required for implementation
* People and skills needed
* Budget requirements
* Management needs
* Risks involved

## Conclusion:

[Optional: Summarize the problem, study points, recommended actions, and implementation guidance.] Write a conclusion. While not required, you may add a conclusion if your executive summary is longer than two pages. Keep this section brief, ideally one paragraph at maximum. In your conclusion, you can remind readers of the purpose of the study, the problem it aimed to address, its key findings, and the relevant recommendations for the business.

## Proofread the document

Finally, you can review your executive summary to check for spelling and grammar errors. Edit for length and clarity by removing unnecessary adjectives or adverbs. Keep the summary brief and use simple language to relay information efficiently. You may ask a trusted colleague to review your document and provide feedback to catch anything you missed. Before finalizing the document, consider scanning the research paper again to ensure you identified the most significant details and provided accurate information.