

Summary

Napoleon married Josephine on 9 March 1796. Each gave false ages so they were both registered as twenty-eight. The Bonapartes hated Josephine and objected to the marriage. Napoleon soon found he could not dominate his new wife as he did his soldiers. Two days after the wedding he left his wife in Paris and went to Italy as Commander-in-Chief of the army. From there he sent her frequent love letters but she did not reply very often.

(Approximately 70 words – a third of the original passage)

COMPILING A REPORT

A report, like a summary, should be concise, but examples and illustrations may be necessary in order to clarify points in the main body of the report. Unlike an essay, a report needs headings for each section and sometimes it is useful to include a brief summary of the whole report after the title page. It is important to plan the report before you start to write it. Note down all the points you hope to include and then organise them into a logical order.

Preparing the title page

The title page should contain the title of the report in the centre of the page with the name of the person who has compiled it underneath. Below this is the date. This page should also show for whom the report was written. (See Figure 2.)