

Annual

REPORT



Name of
your company
here





Company:

Company Name

Department:

Department Name



Big title of your Report I of the First Quarter



One of the most common formats for presenting reports is IMRAD.

This structure, standard for the genre, mirrors traditional.

Reports are not required to follow this pattern and may use alternative.

Transparency and a focus on quality are keys to writing a useful report.

Chapter Title

Reports use features such as tables, graphics, pictures, voice, or specialized vocabulary in order to persuade a specific audience to undertake an action or inform the reader of the subject at hand. Some common elements of written reports include headings to indicate topics and help the reader locate relevant information quickly, and visual elements such as charts, tables and figures, which are useful for breaking up large

sections of text and making complex issues more accessible. Lengthy written reports will almost always contain a table of contents, appendices, footnotes, and references.



Table 1	Description	Tags	People Involved
Talking about a revolution Q. 1 January	One of the most common formats for presenting reports is IMRAD—introduction, methods, results, and discussion. This structure, standard for the genre, mirrors traditional publication of scientific research and summons the ethos and credibility of that discipline.	Finance Operations Marketing Sales Management	Tom Ford Calvin Klein Donald Duck John Doe His Friend Carl The King of Ducks
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Talking about a revolution Q. 2 April	One of the most common formats for presenting reports is IMRAD—introduction, methods, results, and discussion. This structure, standard for the genre, mirrors traditional publication of scientific research and summons the ethos and credibility of that discipline.	Finance Operations Marketing Sales Management	Tom Ford Calvin Klein Donald Duck John Doe His Friend Carl The King of Ducks
Talking about a revolution Q. 3 June	One of the most common formats for presenting reports is IMRAD—introduction, methods, results, and discussion. This structure, standard for the genre, mirrors traditional publication of scientific research and summons the ethos and credibility of that discipline.	Finance Operations Marketing Sales Management	Tom Ford Calvin Klein Donald Duck John Doe His Friend Carl The King of Ducks
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This is a quote if you need to add it. In modern business scenario, reports play a major role in the progress of business.



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A bibliography or list of references will appear

A bibliography or list of references will appear at the end of any credible report and citations are often included within the text itself. Complex terms are explained within the body of the report or listed as footnotes in order to make the report easier to follow. A short summary of the report's contents, called an abstract, may appear in the beginning so that the audience knows what the report will cover. Online reports often contain hyperlinks to internal or external sources as well.

Verbal reports differ from written reports in the minutiae of their format, but they still educate or advocate for a course of action. Quality reports will be well researched and the speaker will list their sources if at all possible.

1. And this is a Footnote if needed.



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Another type of highlighted text is added here whenever necessary.

The oldest surviving epic poem, the Epic of Gilgamesh, dates from the 3rd millennium BCE in Sumer (in Mesopotamia, now Iraq), and was written in cuneiform script on clay tablets and, later, on papyrus. [12] A tablet dating to c. 2000 BCE describes an annual rite in which the king symbolically married and mated with the goddess Inanna to ensure fertility and prosperity; some have labelled it the world's oldest love poem.[13][14] An example of Egyptian epic poetry is The Story of Sinuhe (c. 1800 BCE).

An early Chinese poetics, discussing the Shijing (Classic of Poetry)

Other ancient epic poetry includes the Greek epics, the Iliad and the Odyssey; the Avestan books, the Gathic Avesta and the Yasna; the Roman national epic, Virgil's Aeneid (written between 29 and 19 BCE); and the Indian epics, the Ramayana and the Mahabharata. Epic poetry, including the Odyssey, the Gathas, and the Indian Vedas, appears to have been composed in poetic form as an aid to memorization and oral transmission in prehistoric and ancient societies.[11][15]



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