**Front matter** is created after the body and backmatter of the report. Front matter is the first portion of the reportand contains the title page, abstract, table of contents, list of figures, list of tables, forward, preface, and list of abbreviations and symbols.

**Executive summary**, or management summary, is a short document or section of a document, produced for business purposes, that summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

**report text** is a type of document written by someone or group of people to announce the result of an investigation or announce something to the proper authorities. The information given in a report text is very general information.

**Back matter** consists of the elements that follow the body of a substantial document: glossary and list of symbols, references, appendices, and index. Front and back matter appear in various kinds of documents, including proposals, reports and manuals.