The ten main components are :

Cover page: It should include the titel of the report,names of authors ,their affiliatipons,and contacts,name of instituitional publisher(if any),and date of publication.The date and month are important as it helps in fututre citing.

Table of Contents(ToC): A ToC is loike a map needed for a trip taken never before.It provides a visual proxy for th actual travel with details about the landmarks that you will pass by.The Toc with the main headings and lists of tables and figures ofers a glimpse of ehat lies ahead in the document.

Abstract/Executive Summary: It is the crux of the arguments in three paragraphs or more.For reports with over 100pages it can be of several paragraphs.

Introductory:It helps in setting up of problem for the reader who might be new to the topic and would love to be gently introduced to it before immersing deeply into it.

Literature Review : It is the review of the available relevant research materaial on the subject matter.Its length depends upon how contested the subject matter is. If the vast majority of authors have concludedin the same direction then it can be short one with citation of only the most influential ones.However if the authors have diversified oponinns then relevant citing with proper details is requiered.This is the point where you highlight the gaps in research and introduce your point of thought.

Methodology:In this ection you introduce the research methodss and data sources used for analysis.It explains the way of collection of new data, the variables included,the methods adopted etc.

Results : In this ection you present the emperical findings with descriptive statistics qnd graphical representations formally testing your hypothesis.You then summarize the results either through pictorial representation or through essays.

Discussion :Here you craft your main argument by building on the results you have presented earlier.It is here where your narrative power comes to fray to communiacte the thesis to the readers to provide the answer to the missing piece in the puzzle.

Conclusion:In this ection you generalize the specific findings and take on arather marketing apptoach to promote your findings t the readers.

References:Citing of the soures of information used in preparing report.

Acknowledgemet:Thanksgiving to those who have helped I the report.