

## Long Formal Report

Three major parts:

### **1. Prefatory part**

- a. Title fly: 1<sup>st</sup> page of the report; no page number; contains the title of the report; title should be around 15 words; should answer what, how, where, when, which
- b. Title page: no page number;
  - i. Title of the report
  - ii. Submitted to
  - iii. Submitted by
  - iv. Place & date: date is the last item of title page
- c. Letter of transmittal: cover letter; no page number; addressing the person you are submitting the report; stating the purpose of the report; must be signed
- d. Acknowledgement page (optional); no page number;
- e. TOC; no page number;
  - i. Detail (maximum 4<sup>th</sup> level heading)
  - ii. There might be a separate list of tables/figures/illustrations
- f. Executive summary/ Abstract: Contains page number in Roman format - counting from the first page; contains summary of the findings of the report; very important
- g. List of acronyms/ technical words (optional)

**2. Report body:** Contains the full report subdivided in several chapters; start using headings; under each heading something should be written.

- a. Chapter 1: Introduction: starts with page number 1.
  - i. Background study (optional, make a separate chapter (usually chapter 2) under heading background study/ literature survey if large )
  - ii. Origin of the report: how & why this report was generated
  - iii. Objectives
    - 1. Broad objective: reflects the title
    - 2. Specific objectives: as specific as possible
  - iv. Scope of the report/study
  - v. Limitations: beyond the scope; time and budget are no limitation
  - vi. Methodology (optional, make a separate chapter (usually chapter 3) if large, 2-3 page)
    - 1. Sources of data
    - 2. Design of the study/research design: how will you collect those data
  - vii. Chapter outline (optional): briefly mention what is contained in each chapter
  - viii. List of acronyms/ technical words (optional)
- b. Subsequent chapters –
  - Findings chapter:
    - i. Findings in the findings chapter should come according to the specific objectives
    - ii. Findings chapter should contain a sub section named – summary of findings
- c. Conclusion: based on findings draw a conclusion
- d. Recommendation (do not recommend if not needed):  
make specific recommendations based on findings

e. References (of secondary sources)

**3. Annexure/Appendices:** not part of the main report, used to better understand the report.