

Free report on requisites of a s

[Business](#), [Management](#)



[Title of report goes here]

Assignment Number:

Every report should contain the following sections:

Executive Summary, Synopsis or abstract

(The length of the executive summary or synopsis may vary depending on the complexity of the report, ranging from one paragraph in length to an entire page, or in some cases, several pages. A good executive summary or synopsis will not be more than a page in length)

Acknowledgement

(Acknowledgments should not only include the person's name, but also list the specific contribution that that person made to completing the report).

DOCUMENT TITLE

(The left margin, in 12 point type, bold, and all in capitals)

Introduction

(All paragraphs must begin flush to your left-hand side margin, with no indentation. The only indentation allowed is for quotes, which must be centred on the page. The remaining text will be in normal typeface using Arial font and single spacing)

Executive Summary

Introduction ii

1. 0 Report1

2. 0 Style1

3. 0 Sections and Subsections1

3. 1 Subsections1

3. 1. 1. Further subsections1

Appendix Aa

Referencesb

Background

(a brief general statement that initiates the reader into the topic, demonstrating how the specific topic or question being addressed relates to wider issues, the unit of study or to the discipline field in general. Next a thesis statement should be provided consisting of a concise response to the essay question being addressed. Finally, the introduction of an essay should outline the arguments to be presented in the essay)

Body/Discussion

(This section will include any analysis undertaken as part of the assignment and provide detailed text related to the central tenet of your report. The main body may be broken down into subsections depending on the assignment).

Conclusion

(The conclusion should highlight the main points raised as well as suggest areas for further research if applicable)

Recommendations

References

APPENDICES

The Appendices are to be numbered in sequence with a heading in Upper case Letter and 12 font size for the text. The Title of appendices should be followed by a colon and space before marking the number.