

3. Glossary

4. Appendices

The table below summarizes the main headings used in reports and outlines the purpose of each section. Please note: Further headings or subheadings may be used depending on the report's content, and are specific to the individual report.

Section	Purpose
Title Page (Not part of the word count)	Gives the title of the report, the student name/number, the name of the person the report is being submitted to, and the completion date.
Table of Contents (Not part of the word count)	Shows the sections of the report. Gives the headings, subheadings and page numbers.
Abstract or Executive Summary	Gives a summary of the whole report. Outlines the report's purpose, methodology, findings, main conclusions and recommendations. Mainly written in past tense, and prepared last.
Terms of Reference	Briefly states the purpose and scope of the report. This includes who requested the report, the main issues or problems to be identified, the reason for undertaking the report and the due date of the report.
Procedure	Outlines the methods used to collect information e.g. interviews, questionnaires, observations and/or
	research.