Official Reports

IN A SENTENCE An official report is written for someone who needs to make a decision.

LAYOUT TEMPLATE

Official Reports

Use this skeleton to plan your report. The numbers follow the order of the sections.

1 Report title

states exactly what the report covers

2 To

3 From

4 Date

5 Subject

6 Introduction

purpose + how information was gathered

7 Finding 1

heading + facts + figures

8 Finding 2

heading + facts + figures

9 Conclusion

what the findings show

10 Recommendations

- *1. specific action*
- *2. specific action*
- *3. review date*

My plan

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.