FORMAT FOR FINAL REPORT (ELS 311)
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> Cover Page: Title of the Report

Submitted by: – name, course & section
Submitted to: – course instructor’s name

Date

> Contents Page: showing sections and subsections of the report & page nos.

> Executive Summary: on a separate page, giving a summary of the report and emphasising the main problems found and recommendations for solving them.

BODY OF THE REPORT: [Pages should be numbered in sequence]

> 1.Background.
any necessary historical background
the purpose, scope and limitations of the report
the data collection methods

> 2.Data Analysis
Present the collated data fully
Give possible reasons and results for each of the findings

> 3.Recommendations
Recommend practical solutions for problems identified in the findings

> Appendices: [headed Appendix 1, 2 etc. each on a separate page]

– Copy of the questionnaire

– Copy of questionnaire or a table showing collated data

– Copy of any sources used [e.g. to obtain background info]

– Any other information referred to in the report [eg photos, brochures]