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Introduction

* *Briefly describe the context and background to the research*
* *Describe the change, problem or issue to be reported on*
* *Define the specific objectives and purpose of the report*
* *Indicate the overall answer to the problem explored in the report*
* *Outline the report's scope (the extent of the investigation, also known as its terms of reference or brief*
* *Preview the report structure*
* *Comment on the limitations of the report and any assumptions that are made.*

Discussion

* *This is the main body of the report*
* *Present the analysis in a logical and systematic way*

Conclusion

* *A conclusion summarizes the report as a whole, drawing inferences from the entire process about what has been found, or decided, and the impact of those findings or decisions.*

Recommendations

* *The recommendations section is based on the evidence that has been gathered and analyzed through the research*

References

* *This part of the report is to cite a report in a reference entry*

Appendices

*Include in the appendices any essential extra material, such as tables and graphs that support your research but don't relate directly to the discussion of your findings.*