Reports

Structure and Anatomy
Front Matter

Where is this coming from?

What is this about?

Who helped you put this together?
Front Matter

Where can I find the pieces I care about?

What’s about to happen?
Body

Where do we start?

What is the problem?

How will you find a solution?
What did you find?

What did you decide?

What will it cost?

What should we do?
Back matter

Where did this information come from? What if I want to study this same topic?

What else should I know?
Formatting

Choices:

1. Chapter Form (p. 171)
2. Heading Form (p. 159)

Standards:

1. Spacing; Illustration; Transmission