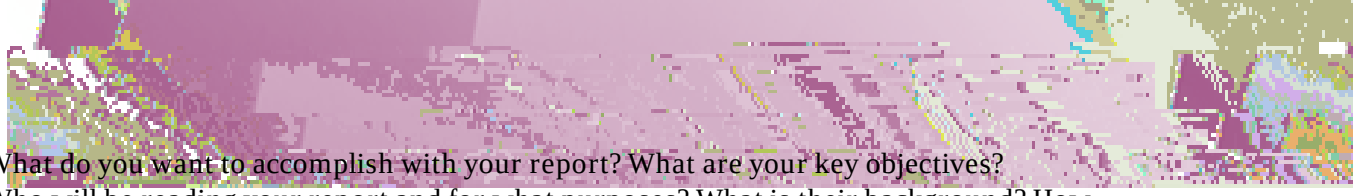

- What do you want to accomplish with your report? What are your key objectives?
- Who will be reading your report and for what purposes? What is their background? How familiar will they be with your topic? What basic information will they need? What might your readers expect in terms of content, level of detail, and format of your report?

Letter of transmittal *	The letter may accompany the report or be included after the title page, in which case it is paginated as a preliminary element.
Title page*	**Pagination.** Conventionally, these preliminary elements in a report are numbered in lowercase Roman numerals (i, ii, iii, iv...), with no number on the title page. To do this in MBDC 7()4 379.9B3,34,0gye2(b)a1.3(1()5.-6(g)ar.3e)1.1(al1.7(7)
Conclusions	

Note that **abstracts** are brief (50- to 250-word) summaries typically found in research report based on experimental research. They generally address a technical audience and concisely present key

10. Are all **figures and tables**
    - o numbered in separate series (e.g., Table 1, Table 2, Figure 1, Table 3, Figure 2)?
    - o informatively titled (e.g., Table 1: Annual precipitation in Calgary, 1980 - 1990)?
    - o properly formatted, with the title for tables above and that for figures below?
    - o accompanied by legends or footnotes to explain abbreviations or provide information necessary to interpret the information presented?
    - o referred to and discussed in the body of the report?
    - o accompanied by a source citation, if the information was borrowed or adapted?

11. Does the **conclusions** section

    - o summarize the most important findings in the report and indicate their significance (answering the reader's implied question "so what")?
    - o include only conclusions that flow from the data and discussion presented?
    - o show how the report's objectives have been met?
    - o refrain from introducing new information?

12. Does the **recommendations** section
    - o suggest actions that should be taken or considered in light of the report's conclusions?
    - o present recommendations in a numbered list (if there are several)?

    Note that while it's conventional to include separate Conclusions and Recommendations sections, not all reports include recommendations and in some reports, the Conclusions and Recommendations sections are occasionally combined.

13. Is the **writing style** generally characterized by
    - o sensitivity to the audience (e.g., by including definitions and avoiding jargon for general readers and by using gender-neutral terms and pronouns)?
    - o paragraphs that begin with a topic sentence?
    - o straightforward, concise, and natural wording (e.g., "use" rather than "utilize", "now" rather than "at this point in time," and "We" rather than "The writers")?
    - o precise wording (e.g., avoiding general terms like "a large increase")?
    - o the use of strong verbs and active voice? (e.g., "The Ministry of the Environment investigated the problem" rather than "The problem was investigated.")
    - o Note that Resease w2.1(i)-3.6(vo)-0.6(p)4.7(ie s)-3.8(e w2.1(i)-3.6(vo)-0.6(p)4T0 -1.189.6(ee)-1.2(d)0.e.8
    - o straightfo i ice.8(?20a(e w2.1(u w)3.w2.1(i)9(v)5(er)1(i)-3.6(v)5(e v)5(i)-3)-1.

14. Are **appendices**