

EXECUTIVE SUMMARY

The executive summary provides a concise overview of the key points of the document, enabling readers to rapidly become acquainted with its content. The summary usually highlights major findings, recommendations, and essential data.

1. Executive Summary

This section summarizes the main objectives, strategies, and outcomes. It is typically the first section, but often written last.

Executive Summary

An alternate format for presenting the executive summary, suitable for shorter documents or internal briefs.

- Keep the executive summary concise and focused on essential information.
- Ensure the section is understandable to readers unfamiliar with the full document.
- Use consistent and clear formatting for section titles throughout the document.
- The executive summary should highlight key recommendations or action points.
- Often drafted last, but placed at the beginning of the document.