

Executive Summary Research Report

1. Introduction

Brief overview of the research, its background, and purpose of the report.

2. Objectives

- Primary goal(s) of the research
- Key questions addressed

3. Methodology

Summary of research methods, data sources, and approach.

4. Key Findings

1. Concise point 1
2. Concise point 2
3. Concise point 3

5. Conclusions

Summarize the primary outcomes and what they mean in context.

6. Recommendations

- Action item 1
- Action item 2

Important Notes about Executive Summary Documents:

- Should be concise and capture the essence of the full report.
- Written for non-technical audiences or decision-makers.
- Highlights only the most critical points, findings, and recommendations.
- Placed at the start of a research report, but written last.
- Typically does not exceed 10% of the total report length.