

Executive Summary

Purpose

Briefly state the primary goal of the report and its intended outcomes.

Background

Give essential context or background needed to understand the report's significance.

Key Findings

Summarize the major findings or results of the analysis.

Recommendations

Highlight critical recommendations based on the report's findings.

Implications

Discuss the potential impact or importance of the findings and recommendations.

Important Notes

- Keep the executive summary concise, usually no more than one page.
- Use clear and direct language to facilitate quick understanding.
- Focus only on the most significant and actionable points of the report.
- Avoid technical jargon unless necessary for the audience.
- The summary should stand alone and provide value to readers who may not read the full report.