

an initial interaction between the writer of the report
and the target readers: colleagues and decision makers

Report on a Talk

relevance structure content

Reduce your key messages
to three, or four points that can be
made in a few of sentences.

content: concise, but complete

The best length for an executive summary is a single page.

It should include (not necessarily in this order)
a brief statement of the problem or topics covered in the talk,
background information,
concise commentary or analysis, and main conclusions.

It is intended to summarise key points arising from the talk.

structure

clear and simple

introduction
three or four concise paragraphs
conclusion

Use headings space and layout
effectively to convey structure

structure

clear and simple

Title and Date

introduction

three or four concise paragraphs
recommendations or conclusions

Signature

Consider your audience

People will read the summary to find out whether they need a full verbal or written report.

They need to assess the provenance of the information.

They need to assess the relevance of the information.

They need to know if there is anything new that they should be aware of.

Include your recommendations/conclusions.