

6 Main Elements of a Report

Element	Purpose	Description
Title	Attracts the readers' attention; Presents the report topic	Explanatory, concise and relevant
Summary	Briefly discuss the main points of a report	Brief, logical and concise
Table of Content	Give a list of sections with headlines and the page numbers	Well-structured/organized and precise
Introduction	Introduce the topic under discussion and approaches to the investigation being reported	Essential, brief and to the point
Body	Describe in what way the research is conducted; Present the results of the analysis; Interpret the research results	Substantial, empirical, detailed, well-researched/presented
Conclusions/recommendations	Review the main ideas discussed in the report; Make suggestions for further research	Concluding and logical

Elements Of Photo Reporting

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Eldridge, John Hewitt, Jean Hart, Gregg
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