Sample Report

*- Target audience (name, institution, address, position)

Date, time, and location Purpose (given in brief) Issues (with subheadings and bullet points)

- Current situation
 - POINTS
 - POINTS
 - POINTS
- Issue 1
- Issue 2
- Issue 3
- Future Goals
 - POINTS
 - POINTS
- Short-term plans and solutions
- Recommendations Respectfully submitted, Full name of the author*



Effective Report Writing

Shasha Hu

Effective Report Writing:

Whispering the Secrets of Language: An Emotional Journey through Effective Report Writing

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