
Report Writing Format For College Students

Title Page

- Title of the Report
- Prepared for: [Instructor's/Professor's Name]
- Prepared by: [Your Name]
- Course Name and Number
- Date of Submission

Table of Contents

- List of sections, tables, and figures with page numbers.

Abstract/Executive Summary

- A brief overview of the report's purpose, methodology, findings, and conclusions (usually 100-200 words).

Introduction

- Background information on the topic.
- Purpose of the report.
- Scope of the report.
- Brief overview of what the report will cover.

Methodology

- Explanation of the methods used to gather information or data for the report.

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