|  |
| --- |
| Name of College or Department  |
| **Title of the report**  |
| Date  |



# Overview

Write about the reason for the report and what the reader should expect to find in the report. The overview section is also known as an abstract, executive summary, or an introduction section. Depending on the length of the overall report, you may want to include some findings that stand out or are important (recommended for a longer report).

The length of this section will also vary. For a long, in-depth report, the overview may be a full page. For a shorter report, the overview may be one or two short paragraphs.

# Discussion

Here is where you want to discuss the details and present your findings and results. Think about using headings and subheadings to help organize this section.

## What Is the First Heading?

One way to organize the discussion session is by the questions your report is answering. Try framing the subheadings as the questions you are answering.

## Additional Headings that Might Be Helpful

Headings could also be statements or single words.

## Definitions

**CCC** – California Community College

**Acronym** – An abbreviation formed from the initial letters of multiple words

At the CCCs, we use a lot of acronyms and definitions that may be for specific reporting purposes, college-specific, program-specific, etc. Think about defining specific language or data definitions (e.g., enrollment, headcount, and who is included or excluded from the data). If the same definition will be used throughout the report and is necessary to understand the report, you may want a definition section of your report for the reader. If the word/acronym that needs defining does not come up throughout the report, you can define within the sections.

## Methodology

The methodology heading is an example of a simpler, single-word heading

In this section, talk about how the data was collected and why. For a shorter report (about two pages), consider putting the methodology at the end as a footnote with the office or person responsible, the data source and data definitions (e.g., data systems, important table names, data restrictions, etc.).

## Results/Findings

In the results/findings section, you might want to include charts, graphs, or tables. If the report needs to be restricted to a shorter number of pages, think about making charts or graphics that can be smaller in size but still clearly convey all of the necessary information.

#### Chart 1: Don’t forget to title your charts and tables with a description

If there is no page restriction, you may want to have the chart, table, or graphic go across the whole page for ease of reading.

# Conclusions

What were the main conclusions? What are the important parts to take away from this report? Are there any recommendations? Now that you know what the report says, are there any steps to take in the future?

This section should be brief and to the point.

# References

Here is where you cite all of the references used in the report.

Cite your references using APA, MLA, or preferred method. Stay consistent by only using one method of formatting in your report.

Try using the Purdue OWL (Online Writing Lab) resources to format your references in APA or MLA style. Perdue OWL has the most updated formatting guides.

Link: <https://owl.english.purdue.edu/owl/>

# Appendix A

The appendix is where you can put information to supplement the report without interrupting the story of the report. Appendix can include tables of information, a copy of a survey used, or any additional information that you want to share but that doesn’t fit into the body of the report.

# Appendix B

Title each new table or additional supplemental information with “Appendix, ” followed by a letter starting with “A”.

# Appendix C

List each Appendix item in the order they are referenced in the report.