**EXECUTIVE SUMMARY**

**Introduction**

This is the format for an Executive Summary, which is sometimes called a One Page Report. This is the format that is to be used for all reports for this class.

**Header/Heading**

The writer’s name appears right aligned in the header. The main title is horizontally centered, **bolded**, keyed in ALL CAPS and followed by two blank lines. Section Headings begin at the left margin, are **bolded** and keyed in Title Capitalization.

**Spacing**

The report is typed double spaced. Paragraphs are indented one half inch (one tab), and no additional lines are placed between paragraphs. *Do not use the space bar to indent!*

**Margins**

Use a two inch top margin for the first page. All other margins are set at one inch unless the report is being placed into a binder, in which case additional space is added to the bound margin equal to the width of the binder.

**Paragraphs**

Paragraphs should contain at least two complete sentences each. A sentence needs both a subject and a verb.

Paragraphs should have a main idea. You should stay in the same verb tense and point of view in a sentence, as well as in a paragraph.

The first (introductory) paragraph should introduce the main idea of the report. The following paragraphs (body) should each be about a topic related to the main idea. The final paragraph (conclusion) should summarize the contents of the report.

**Numbering**

The first page of a report is not numbered. Any additional pages are numbered in the bottom right corner. Reference pages are also numbered.

**Finishing**

Remember to proofread and spellcheck your Executive Summary before printing. Proofread printed copy as well as it looks different on screen than it does on paper.