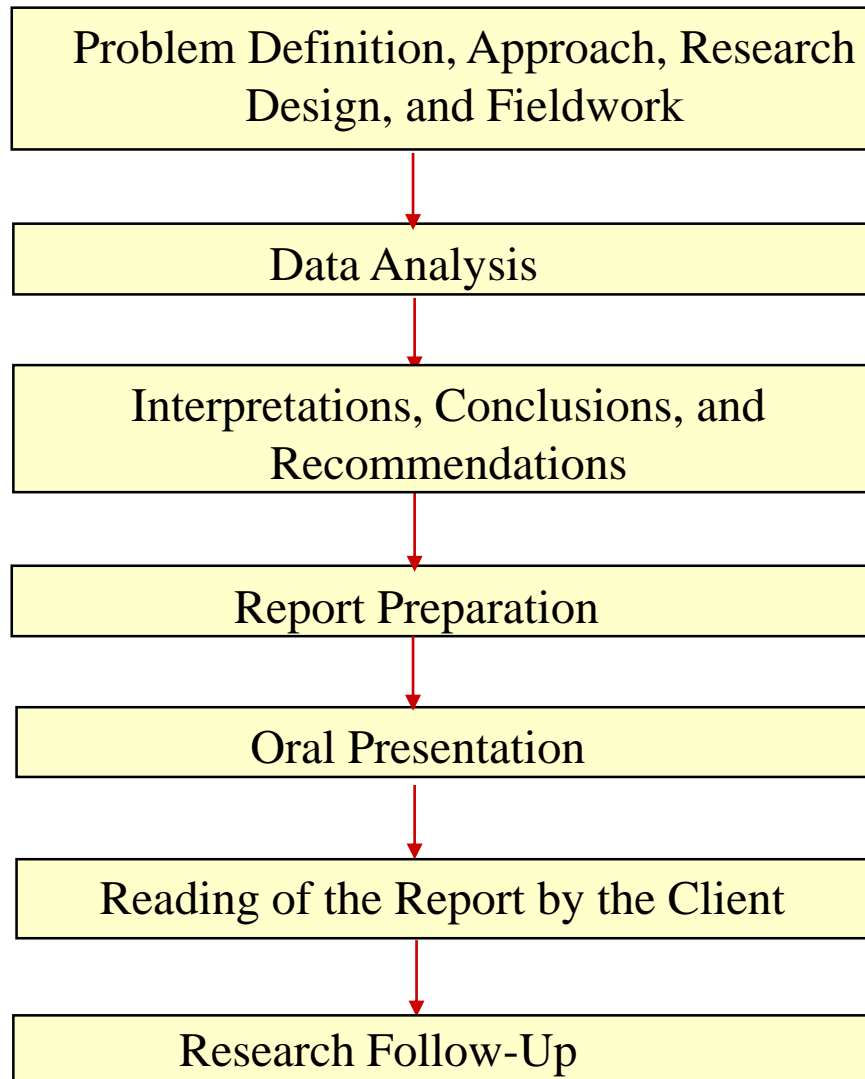


# The Report Preparation and Presentation Process

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# Report Format

- I. Title page
- II. Letter of transmittal
- III. Letter of authorization
- IV. Table of contents
- V. List of tables
- VI. List of graphs

# Report Format

VII. List of appendices

VIII. List of exhibits

IX. Executive summary

a. Major findings

b. Conclusions

c. Recommendations

X. Problem definition

a. Background to the problem

b. Statement of the problem

XI. Approach to the problem

# Report Format

## XII. Research design

- a. Type of research design
- b. Information needs
- c. Data collection from secondary sources
- d. Data collection from primary sources
- e. Scaling techniques
- f. Questionnaire development and pretesting
- g. Sampling techniques
- h. Fieldwork

# Report Format

- XIII. Data analysis
  - a. Methodology
  - b. Plan of data analysis
- XIV. Results
- XV. Limitations and caveats
- XVI. Conclusions and recommendations
- XVII. Exhibits
  - a. Questionnaires and forms
  - b. Statistical output
  - c. Lists