

# What is a report?

- A report is a systematic, well organised document which analyses a subject or problem, and which may include:
  - Recording of a sequence of events
  - Interpreting the significance of these events or facts
  - Discussion of the outcomes of a decision or course of action
  - Making Educated conclusions on an event that has occurred.
  - Recommendations for the future.
- **Reports must always be:**

Accurate

Concise

Clear

Well Structured