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Download Article Do your summaries justice using this in-depth guide Download Article Writing a summary in school, the best way to approach it is by reviewing the piece you're summarizing. Read it thoroughly and take notes on the
major points you want to include in your summary, rely on your memory first to make sure the summary, rely on your memory first to make sure the summary is in your own words. Then, revise it to ensure that your writing is clear and the grammar, punctuation, and spelling are all perfect. 1 Read the piece thoroughly. You should read it without making any kind
of marks. Instead, focus on really understanding what the author is trying to say. This might mean that you need to read one sentence or paragraph more than once. You might also want to reread the whole piece is. This will help you start to put the piece is arguments in your own
words. You can also ask yourself what point or points or themes come up throughout the entire piece. The title can also give you a tip as to the main point of the piece. [2] Gather key quotes from the text to help you pinpoint main ideas. [3] The author might also state their thesis more plainly by saying something like "my argument is...." or I believe...
In a fiction piece, the author will more likely emphasize themes. So if you notice that love - discussions or descriptions of it, for example - come up a lot, one of the main points of the piece is probably love. Advertisement 3 Reread the piece, taking notes on the major points of it. Once you know for sure what the author's main point is, reread the piece, taking notes on the major points of it.
looking for the ways they support that point. You can find supporting material by looking for details such as descriptions of characters (if any). Write down each time something like this occurs.[4] Focus on the first two sentences and the last two sentences
of each chapter. That's often where the author will put important points![5] To put something in your own words, write it down as if you were explaining or describing it to a friend. In that case, you wouldn't just read what the author wrote. Do the same when you're writing down the major points in your own words. 4 Don't focus on the evidence that
the author uses to support those points. You only need to know what they're arguing. So, for example, say the author's main argument is: "The U.S. Civil Rights Movement actually began in the 1950s." They might say that black women's boycott, not the examples of
that boycott that the author uses. For fiction pieces, this means avoiding rewriting every single thing that happens in the piece. Focus instead on the major plot points and the main motivator for those points. Don't include everything that happens to the character along the way. Advertisement 1 Start with the source's information. You should start
every summary with the author and the article's title. This lets your reader know that you're summarizing what someone else has written.[6] For example, you can start with something like "George Shaw's 'Pygmalion' is a play that addresses issues of class and culture in early twentieth-century England." 2 Work from memory to write the main point
of each section. Without looking at your notes, write a first draft that includes the main point of each section in your own words. A summary shouldn't just repeat what the original author's words, put them in quotation marks. This tells your reader those
words aren't yours. Not doing this is academic plagiarism, and it can get you in a lot of trouble. Make sure you format the quote correctly! 3 Present the material using the original piece of writing. You shouldn't be inserting your own opinions of the piece or of the events the
piece covers. Instead, summarize what the original author said and retain their tone and point of view.[8] [9] For example, you might think that Hamlet is a man of thought, rather than action," instead of saying, "Why doesn't Hamlet do something once in a
while?" Pay attention to moments when the author's tone clearly highlights that something is important.[10] 4 Use language appropriate to a summary. You want your reader to know that you're summarizing another person's arguments. So you should occasionally use phrases like "the author argues," or "the article claims" when you're presenting
those arguments. This reminds the reader that it's not your piece, but someone else's.[11] In fiction pieces, you can say something like "Shakespeare's Play, not inventing your own story. Advertisement 1 Reread the draft you
wrote from memory against your notes. Take your notes out and compare them to your from-memory draft. If there's anything major you forgot to include, put it in your second draft.[12] 2 Present the summary in chronological order. Rather than jumping around to different parts of the story or article, you should explain what happened in the
sequence that it happened. This is especially important for summarizing works of fiction. 3 Eliminate repetition. Sometimes in an article or book, the author might make the same point multiple times as a way to underline their main points. In your summary, you don't need to do this. When you're rereading your summary, delete any repetitive points -
even if the author makes them multiple times, you only need to make them once.[13] 4 Add transitions where necessary. If you're focused on getting all of the main points down, you might not be paying attention to how the paragraphs of your summary fit together. When you revise, make sure that you connect each paragraph to the next, and back to
the main point.[14] For example, in a summary of an article about the cause of the American Revolution, you might have a paragraph that summarizes the author's arguments about taxes, and another a
the author also argues that other colonists supported the Revolution because they believed they were entitled to representation in heaven on their own terms." 5 Check for grammatical and spelling or grammar mistakes. Look for
any additional or missing punctuation and correct that as well.[15] Don't use spell-checker for spelling errors. It will catch if you used "there" when you meant "their." 6 Check your length. Once you've added anything you might have forgotten
to your summary, check how long it is. If you're summarizing something for a school assignment, be sure to stick to the parameters or guidelines provided by your instructor. [16] Generally, a summary should be around one quarter the length of the original piece. So if the original piece is 4 pages long, your summary should be no more than 1 page. 7
Ask someone else to read your work. Another person may see an argument or point in a completely different light than you have, giving you a new feel for the work and yours.[17] Not only should be able understand what happened in the article or
story by reading your summary alone. Don't hesitate to ask for criticism; then weigh those criticisms and make valid changes. Advertisement Add New Question Question Gan I use persuasive speech in a summary? Because a summary should be an shortened, objective version of a written work, I would avoid your own persuasive speech in a summary?
Remember that this was someone else's work, not your own! Save persuasive writing for an analysis, not a summary of a short story? I would focus on the main themes and try to retell what the story is about the story in a shortened version. Focus on retelling it from the author's perspective, not your own!
and stay in chronological order. Question How do you start a summary? Richard Perkins Writing Coach, Academic English Coordinator, and the Founder of PLC Learning Center. With over 24 years of education experience, he gives teachers tools to teach writing to students and works with elementary to university
level students to become proficient, confident writers. Richard is a fellow at the National Writing Project. As a teacher leader and consultant at California State University Long Beach's Global Education Project, Mr. Perkins creates and presents teacher workshops that integrate the U.N.'s 17 Sustainable Development Goals in the K-12 curriculum. He
holds a BA in Communications and TV from The University of Southern California and an MEd from California State University Dominguez Hills. As with everything, start with a plan. Set aside some time to look for the text main ideas. It doesn't matter if it's an article or a textbook page, check the very first sentence of each paragraph, as that's where
the main ideas usually are. Then, try paraphrasing some of that, rewriting the main ideas in your own words. That's a real skill you should practice from elementary school to the university level. See more answers Ask a Question Advertisement Thanks The advice in this section is based on the lived experiences of wikiHow readers like you. If you have
a helpful tip you'd like to share on wikiHow, please submit it in the field below. Start your summary out with where the story takes place, or something that is on the first chapter. Look at the chapter title of the book. This might help summarize the chapter as you start working on your summary. Advertisement This article was co-
authored by Richard Perkins. Richard Perkins is a Writing Coach, Academic English Coordinator, and the Founder of PLC Learning Center. With over 24 years of education experience, he gives teachers tools to teach writing to students and works with elementary to university level students to become proficient, confident writers. Richard is a fellow
at the National Writing Project. As a teacher leader and consultant at California State University Long Beach's Global Education Project, Mr. Perkins creates and presents teacher workshops that integrate the U.N.'s 17 Sustainable Development Goals in the K-12 curriculum. He holds a BA in Communications and TV from The University of Southern
California and an MEd from California State University Dominguez Hills. This article has been viewed 1,856,682 times. "I went over wikiHow's notes on
writing summaries before my final exams in University. Quite honestly, not only did these notes help me gain more knowledge, but reminded me of the information I had learned throughout the semester. Thanks, guys!"..." more Share your story Writing academically means writing in such a way that your information sounds credible and authoritative.
It does not mean: Using long words Writing complicated sentences with lots of semi-colons and colons Some suggestions to help you write academically... Be objective - report what the evidence tells you even if it isn't what you hoped to find. Don't present unsupported or personal opinions: for instance, 'Unsurprisingly, participants who recycled their
refuse more regularly were also nicer people'. Take a balanced view. Be accurate - give clear non-subjective descriptions ('light blue' is better than 'sky blue') and definite figures ('after twenty five minutes', '80% of the participants'). Avoid vague or ambiguous terms like 'a long period of time', or 'most of the participants'. Be direct - don't leave it to
your reader to work out what you are saying! Putting the emphasis on a strong verb can help the results were analysed. Be critical - evaluate your own work as well as that of others. Have the confidence to say if something could have
been done better if it had been done differently. Be appropriate - identify the purpose of your communication and the audience you are communication they need to understand your work. Top tip... It always used to be recommended in academic writing that you used the passive voice - 'the experiment was conducted'
rather than 'we conducted the experiment'. Many people recognise now that this can make writing pompous and overly complicated. It's worth considering whether using the active voice (i.e. I did, we did) will make the actions you are reporting easier to understand. Check any instructions you have for guidelines on this - if in doubt, use the passive
voice. Being able to summarize reports is a valuable skill, whether you're at work or school. Reports are filled with essential details that can help us make better decisions or understand complex topics. But let's be honest—they can also be pretty dense and hard to get through. That's why learning to pick out and share the main points can be a game-
changer. It saves time and makes sure you (and others) really get what matters most. In this post, we're going to show you how to do just that, making it easier for anyone to handle reports like a pro. The AI writing partner for anyone with work to do What is report summary, like any other summary, is an overview of the
report, highlighting its key points and skipping the details that aren't directly related to these points. There are many types of reports that you might be called on to summarize, such as business reports that you might be called on to summarize, such as business reports on scientific or engineering projects. No matter the
report, each summary aims to make complex information easier to digest. A report, especially one written for business purposes, often features an executive summary in several respects, though there are a few overlaps. Both aim to spotlight the critical points of the report, but an executive summary offers
a more detailed and technical overview. It not only highlights key findings but also presents specific recommendations based on the insights drawn in the report. As a student or professional, you may be asked to write a report summary, an executive summary, or both. With either type of summary, your priority is to succinctly communicate the
report's main idea and the data that supports it. The content of a report summary, which needs to include recommendations. Understanding the structure of reports: Reports generally follow a specific structure: Introduction Methodology Findings Conclusions Recommendations.
Understanding the structure of a report and how each section intersects with the others is important for effectively summary will not only introduce the report's purpose and findings but also elaborate on why these points matter. In essence, a summary will not only introduce the report's purpose and findings but also elaborate on why these points matter. In essence, a summary will not only introduce the report's purpose and findings but also elaborate on why these points matter.
can help you avoid leaving out any crucial points. Key elements of a report summary A report is structured to present its information logically and clearly, and a good summary should mirror this approach. In your summary, cover all critical aspects of the report's research. Begin with the objectives, and then address the methodology, main findings,
conclusions, and recommendations, ensuring each part is clearly and logically conveyed. Your summary should dispense with some of the details in the research was conducted What the researchers found The conclusions the researchers reached If
applicable, the recommendations the researchers made based on their findings Preparing to summarize a report In order to summarize a report and taking notes. Basically, your aim at this stage should be to grasp for yourself the same things you'll need to
communicate later in your summary, such as: The report's objective Its methodology Its findings Why the report as you read, ask yourself questions like "Who benefits from this study?" and "Why is this information included in the report?" This will help you identify the pieces of information to include in your
summary. Also, take note of any data presented in the report, like the dates the study was conducted and the relevant statistics that support the main point. Once you've finished reading the report, writing clear notes, and determining answers to questions that require critical thinking, like "Why is this detail relevant?" and "What was the author's
goal for this report?," you're ready to write your outline. Steps to summarize a report Start by writing an outline, which is a "skeleton" that provides a framework for your summary. It organizes the introduction, supporting sentences, and conclusion into an easy-to-follow map you can use as you write. Include the essential stats in your outline, and jot
ideas for transition words that will make the draft flow better. Next, follow your outline and write a draft. Don't worry about writing a perfect summary at this stage; simply write a coherent paragraph or two as a starting place. As you write, be sure to maintain objectivity and clarity. A summary is a neutral, professional piece of writing, so keep your
views out of it. It should present the original report's content in an unbiased way. After you complete the first draft, it's time to edit. Read it carefully, looking for points where your writing can be clearer or more concise. Also, watch for grammatical, spelling, and syntax mistakes. Grammarly's grammar checker can help you spot these and make
suggestions you can incorporate into your writing. Common mistakes to avoid When you summarize a report, it's crucial to steer clear of these common pitfalls: Introducing personal bias. A summary, like a report, is an objective piece of writing that discusses the report's key ideas and supporting details. Leaving out important information for the sake
of brevity. As you read the report and take notes, be sure to note all the relevant details for each key point. Although a summary should be short, it should also include all information that's crucial to the reader's understanding of the report and take notes, be sure to note all the relevant details for each key point. Although a summary should be short, it should also include all information that's crucial to the reader's understanding of the report and take notes, be sure to note all the relevant details for each key point.
thesis statement and relevant details in as few words as possible. Plagiarizing. To avoid this, write in your own words. If you incorporate any text from the original report or another source, include it as a direct quote and cite it properly. Example of a report summary In 1964, the USA's first surgeon general, Terry Luther, published a report titled
 "Smoking and Health." The report linked smoking to heart and lung disease, bringing this correlation into public consciousness and catalyzing further government action. Between 1963 and 2012, smoking in the United States have
100 percent smoke-free policies in public spaces. However, there is still progress to be made: As of 2014, more than 440,000 Americans die from smoking-related conditions. All instances of nicotine exposure carry health risks, and in his fiftieth-anniversary look back, Boris D. Lushniak, who
was the acting surgeon general at the time he wrote this, urges the reader to empower others to make progress in eliminating smoking from the United States. (Source: A Historic Moment: The 50th Anniversary of the First Surgeon General's Report on Smoking and Health, Boris D. Lushniak, MD, MPH) Tools and resources for summarizing reports
Grammarly's AI-powered summarizer tool simplifies the process of writing a solid report summary. With just a few clicks, you can create a summary is mistake-free, properly cited, and professional. Navigate responsible AI use with Grammarly's AI checker, trained to identify AI-
generated text. Report summarization FAQs What is report summarization? Report summarization is the process of distilling the key points, findings, and conclusions from a detailed report into a concise, easily understandable format. It aims to capture the essence of the report summarization is the process of distilling the key points, findings, and conclusions from a detailed report into a concise, easily understandable format.
maintaining the original meaning, often without significantly reducing the length. How do I avoid plagiarism when summarizing a report? To avoid plagiarism when summarizing a report, ensure you understand the content fully, then express the main ideas in your own words. Always give credit to the original source through citations, and use
quotation marks for any phrases or terms taken directly from the reports. Avoid copying the structure or order of the original document too closely. How can I use AI to summarize reports? You can use Grammarly's AI summarize reports in just a few clicks. Understanding the appropriate length for a summary is
summaries. JOIN OUR LEARNING HUB AI Essay Writer AI Detector Plagchecker Paraphraser Summarizer Citation Generator The complex material may require a longer summary to capture all key points accurately. For example,
summarizing a dense scientific paper might require a more detailed summary compared to a simple news article. FactorsDescriptionExampleOriginal ContentThe complexity and depth of the summary. Summarizing a detailed scientific study may require a longer
summary with thorough explanations. Reader's NeedsThe intended audience's level of expertise and interest dictates the appropriate length of the summary. A summary for professionals in a specialized field may be more concise and technical, while one for the general public might require simpler language and additional context. Before summarizing
it's essential to identify the main ideas and key points of the original content. This helps ensure that the summary accurately captures the most important information. Highlighting or annotating key sections of the text can aid in this process. StrategiesDescriptionExampleIdentify Key PointsBefore summarizing, pinpoint the main ideas and crucial
details of the original content. For a news article about a recent political event, key points might include the main players involved, the outcome, and its implications. Determine Summary to decide its length. If summarizing a lengthy research paper for a presentation, a shorter, more concise and audience of the summary to decide its length.
summary may be suitable, whereas a detailed analysis for academic purposes might require a longer summary is essential for ensuring that it
effectively conveys the necessary information without overwhelming the reader or leaving out crucial details. Once the key points are identified, factors such as the purpose of the summary and the preferences of the audience come into play. PurposeAudienceSummary LengthOverview of a research paperGeneral readers interested in the
topicMedium-length summary covering main findings and implicationsPresentationProfessional audienceShort and concise summary for quick overviewComprehensive analysisAcademic audienceShort and concise summary with in-depth explanations. By
considering factors such as the purpose and audience, one can tailor the summary to meet the specific needs of the situation. This ensures that the summary strikes the right balance between brevity and comprehensiveness, facilitating clear and effective communication. Opt out or Contact us anytime. See our Privacy Notice Follow us on Reddit for
more insights and updates. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate
credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the license as the original. No additional
restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license from doing anything the license may not apply legal terms or technological measures that legally restrict others from doing anything the license from doing anythin
give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. While you may write much shorter, more casual reports, it's helpful to go into a bit of detail about formal reports. Formal reports are modular, which means that they have many
pieces. Most audience members will not read every piece, so these pieces should stand on their own. That means that you will often repeat elsewhere. While it's fine to copy and paste between sections
you will likely need to edit your work to ensure that the tone, level of detail and organization meet the needs of that section. For example, the Executive Summary is aimed at managers. It's a short, persuasive overview of everything in the report. The Introduction may contain very similar information, but it focuses on giving a short, technical overview
of everything in the report. Its goal is to inform, not to persuade. Let's take a look at some of the parts of the report This should appear 2 inches from the top margin in uppercase letters. Name, title, and organization of the individual receiving the report
Type "Prepared for" on one line, followed by two separate lines that provide the receiving organization's name and then the city and state. Some reports may include an additional line that presents the name of a specific person. Name of the author and any necessary identifying information Type "prepared by" on one line, followed by the name(s) of
the author(s) and their organization, all on separate lines. Date of submission This date may differ from the date the report was written. It should appear 2 inches above the bottom margin. The items on the title page should be equally spaced apart from each other. Figure 11.1 Report Title Page Components [Image Description] A note on page
numbers: The title page should not include a page is counted as page "i." Use software features to create two sections for your report. You can then utilize two different types of numbering schemes. When numbering the pages (i.e., i, ii, iii, etc.) for a formal report, use lowercase roman numerals for all front matter components
Utilize arabic numbers for the other pages that follow. Additionally, if you intend to bind the report on the left, move the left margin and center 0.25 inches to the right. Letter of Transmittal announces the report and why the
report is significant. Provide the purpose of the report in the first paragraph as well. The next paragraph should briefly identify, categorize, and describe the primary and secondary research of the report in the first paragraph should briefly identify, categorize, and describe the purpose of the report in the first paragraph should briefly identify, categorize, and describe the primary and secondary research of the report.
consideration. The letter of transmittal should be formatted as a business letter. Some report writers prefer to send a memo of transmittal instead. When considering your audience for the letter or memo of transmittal instead. When considering your audience for the letter or memo of transmittal instead. When considering your audience for the letter or memo of transmittal instead.
professional and respectful language, a letter to someone you do not know should pay closer attention to the formality of the word choice and tone. Table of Contents The table of contents page features the headings and secondary headings of the report
 Leaders (i.e. spaced or unspaced dots) are used to guide the reader's eye from the headings to their page numbers. Figure 11.2 Table of Contents and List of Figures components [Image Description] The words "TABLE OF CONTENTS" should appear at the top of the page in all uppercase and bolded letters. Type the titles of major report parts in all
uppercase letters as well, double spacing between them. Secondary headings should be indented and single spaced, using a combination of upper- and lowercase letters. Executive Summary An executive summary presents an overview of the report that can be used as a time-saving device by recipients who do not have time to read the entire report
The executive summary should include a: Summary of purpose Overview of key findings Identification of conclusions Overview of recommendations To begin, type "EXECUTIVE SUMMARY" in all uppercase letters and centered. Follow this functional head with paragraphs that include the above information, but do not use first-level headings to
separate each item. Each paragraph of information should be single-spaced with double spacing between paragraphs. Everything except for the title should be left-aligned. An executive summary is usually ten percent of the length of the report. For example, a ten-page report should be single-spaced with double spacing between paragraphs. Everything except for the title should be left-aligned. An executive summary is usually ten percent of the length of the report.
summary that is approximately ten pages. The executive summary, imagine that you're writing the executive summary, imagine that you're sitting across from your most important audience member. If you only have a few minutes to talk to them, what do you want them to
know? What would be most persuasive? The body of a formal report begins with an introduction sets the report will follow. Most report introductions address the following elements: background information, problem or
purpose, significance, scope, methods, organization, and sources. As you may have noticed, some parts of a formal report fulfill similar purposes. Information in order to avoid sounding repetitive. Figure 11.3 Introduction Page
[Image Description] To begin this section, type "BACKGROUND" or "INTRODUCTION" in all uppercase letters. This functional head should be followed by the information, problem or purpose, etc.). You do not need to utilize any first-level headings in this section. Because this section includes background
information, it would be the appropriate place to address the needs of audiences that may need additional knowledge about the topic. Provide definitions of technical terms and instruction about the overall project if necessary. If you are uncertain if your audience needs a particular piece of information, go ahead and include it; it's better to give your
reader a little bit too much background than not enough. Discussion of Findings The Discussion of Findings section presents the evidence for your conclusions. This key section should be carefully organized to enhance readability. Useful organizational patterns for report findings include but are not limited to: Best Case/Worst Case Compare/Contrast
Chronology Geography Importance Journalism Pattern Use a Best Case/Worst Case organizational pattern when you think that the audience may lack interest in the topic. When examining a topic with clear alternatives to your proposed solution, consider using a Compare/Contrast pattern. Geographical patterns work effectively for topics that are
discussed by location. When describing the organization of the report in the first paragraph, broadly identify how the material in the report is organized rather than state that the report is organized rather than
(b) Alberta, and (c) Ontario," not, "This report uses a geographical organizational pattern." Follow the first-level headings should appear in bold, uppercase letters. Center first-level headings, but align any second-level headings with the left
whether they prefer parenthetical citations or footnotes. Integrating Graphics Formal report authors use graphics to present data in different forms. Paragraphs of text and complex or numerical data tend to bog readers down, making graphics a beneficial enhancement. Graphics also make data easier to understand, so they sometimes make a
stronger impact on the audience. Knowing when—and how—to effectively employ graphics is the key to successfully integrating them. Keeping the audience in mind is also critical. You will learn more about creating charts and graphs in the chapter on Visual Communication Strategies. The conclusions and recommendations section conveys the key
results from the analysis in the discussion of findings section. Up to this point, readers have carefully reviewed the data in the report's conclusions and recommendations. Type "CONCLUSIONS AND RECOMMENDATIONS" in all uppercase letters. Follow this functional head with the conclusions of findings section.
the report. The conclusions should answer any research questions that were posed earlier in the report. Present the conclusions in an enumerated or bulleted list to enhance readability. Recommendations offer a course of action, and they should answer any problem or research questions as well. Think back to the expectations of your audience
 Have all of their requirements been addressed? Works Cited All formal reports should include a works cited page; his page documents the sources for further research. It is acceptable to follow MLA (Modern Language Association), CMS (Chicago
Manual of Style), or APA (American Psychological Association) documentation style for entries on this page. Arrange all sources alphabetically. Refer to the latest edition of the appropriate style handbook for more information about how to format entries for print and electronic sources on the Works Cited page Conclusion While some of the
formatting rules may seem tedious at first, they are necessary in order for your audience to better understand the report. Using a regulated format allows for a strong report that will satisfy your employee and
demonstrate your competence in your field. Test Your Knowledge Understanding the parts of the report can be challenging, so test your knowledge by dragging the part of the report to its definition. Image Description: This is a diagram of a report title page. Leave 2 inches between the top and the title of the report
(which should be in uppercase letters), then write in the middle of the page who the report was prepared for. 3/4 of the way down the page, say who the report was prepared for. Then write in the middle of the page who the report was prepared for. Then write the date submitted. [Return to Figure 11.1] Figure 11.2 image description: A sample table of contents and List of Figures. Use uppercase letters for major parts
and use leaders to guide the reader's eye to the page numbers. The list of figures should be separate from the table of contents. [Return to Figure 11.2] Figure 11.3 image description: A sample body page of an introduction. This one is separated into 'PROBLEM' (all in uppercase letters, bold, and in the center) and BACKGROUND. Each paragraph is
single spaced with double spacing between paragraphs. [Return to Figure 11.3] So you have finally written a great comprehensive business report that took you weeks to create. You have included all the data from the different departments, compared it, done the analysis, made forecasts, and provided solutions to specific problems. There is just one
problem - the key stakeholders in the company don't have enough time to go through the whole report. University of Pennsylvania Wharton School study found that executives spend an average of 2.5 hours per week on report reading. Since the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making, you can see the data and the KPIs that you included in the report are necessary for quality decision-making are necessary for quality decision-ma
 why this can become a huge issue. Luckily, there is a way to present all of your key findings and not take too much of Business Communicators revealed that 85% of organizations utilize executive summaries in their reporting processes.
will consider when making decisions. While an executive summary is a rather short section, it doesn't mean that it's easy to write. You will have to pay extra attention to every single sentence in order to avoid unnecessary information. Do you want to learn how to create an informative executive summary? This guide will show you all you need to
know. A business report executive summary is designed to keep senior managers informed about the latest and most significant activities within the company. These reports have to be concise and accurate since they will have a huge impact on the most important business-related decisions. Working for any sort of company requires writing different
types of reports such as financial reports, marketing reports, and more. What all of these reports, internal reports, and more. What all of these reports have in common is that they are very comprehensive and typically require a lot of time to go through them -way too much time, if you ask busy managers. They include a wealthy amount of data and a bunch of different
metrics which are more useful for a particular team in the company. However, the highest-ranking members tend to be more focused on only the most relevant
details and data that incurred in a specific period. An executive summary is the brief overview section included in a long report or document. This part of the report primarily focuses on the key topics and most important data within it. It can include an overall business goal of the company or short-term strategic objectives. This summary is primarily
useful for C-level managers who don't have time to read the whole report but want to have an insight into the main KPIs and latest business performances. Bank officials also may use executive summaries since it's the quickest way for them to estimate whether your company represents a good investment opportunity. Depending on your company's
practice, executive summaries can either be placed at the beginning of the report or as a formal section in the table of contents. This is especially true for documents like project proposals, where a clear summary can make a significant difference. The length of the summary depends on the type of report, but it is typically one or two pages long. To
 know whether you have written a good executive summary, you can ask yourself, "Are the stakeholders going to have all the information they need to make decisions?" If the answer is yes, you have done a good job. There is no strict rule about how long executive summaries should be. Each company is unique which means the length will always vary
In most cases, it will depend on the size of the report/business plan. However, a universal consensus is that it should be anywhere from one to four pages long or five to ten percent of the report/business plan. However, a universal consensus is that it should be anywhere from one to four pages long or five to ten percent of the report. This is typically more than enough space to summarize the story behind the data and provide your stakeholders with the most important KPIs
for future decision-making. The people most interested in reading the executive summary are typically the ones who don't have time to read the whole report and want a quick overview of the most important data and information. These include: Project stakeholders - The individuals or organizations that are actively involved in a project with your
company. Management personnel (decision-makers) - The highest-ranking employees in your company's performance so they can make an easier investment decision. Venture capitalists - Investors who provide capitals who want a quick recap of your company's performance so they can make an easier investment decision. Venture capitalists - Investors who provide capitals who want a quick recap of your company's performance so they can make an easier investment decision.
in exchange for equity stakes. C-level executives - The chief executives in your business. Related: Reporting Strategy for Multiple Audiences: 6 Tips for Getting Started The components of your executive summary depending on the type of document
(business plan, project, report, etc.), but there are several components that are considered universal. These are the main elements you should include: The purpose of the summary should typically be included in the introduction as an opening statement. Explain what you aim to achieve with the document and communicate the value of your desired
objective. This part is supposed to grab your reader's attention, so make sure they pay extra attention when writing it. Problems are an unavoidable element in modern-day businesses, even in the most successful companies. The second thing your executive summary needs to outline is what specific problem you are dealing with. It could be anything
from product plans and customer feedback to sales revenue and marketing strategies. Define the problems and the members know which areas need fixing. Problem analysis methods are key for identifying the causes of the issue. While figuring out the problems and the methods to solve them is immensely important, you shouldn't overlook
the things that caused them. This will help you from avoiding similar issues in the future. Now that you've introduced the stakeholders to the problems, it's time to move on to your solutions. Think of a few different ways that could solve the issue and include as many details as you can. This is one of the most important parts of your executive
summary. The 'Why Now' segment showcases why the problem needs to be solved in a timely manner. You don't want the readers to get the impression that there is plenty of time to fix the issue. By displaying urgency in your report will have a much bigger impact. One of the ways to display urgency visually is by adding performance
benchmarks to your report. In case your business is not performing well as other companies within your industry, only one image showcasing which metrics are below the median could make a compelling case for the reader. For example, if you have discovered that your churn rate is much higher than for an average SaaS company, this may be a
good indication that you have issues with poor customer service, poor marketing, pricing issues, potentially outdated product features, etc. Lastly, you should end your executive summary with a well-defined conclusion. Make sure to include a recap of the problems, solutions, and the overall most important KPIs from the document. Okay, so you
understand the basics of executive summaries and why they are so important. However, you still aren't sure how to write your executive summaries that will impress your key stakeholders and high-ranking members. The most natural way to write your executive summaries
is by writing it at the end of your report/business plan. This is because you will already have gone through all the most important information and data that should be incorporated in the summary, it will make it easier for you to later categorize the
data and you will have a clearer overview of the key parts of the report. You may think that you are going to include, but once you wrap up your report, you will probably run into certain things that you forgot to implement. It's much easier to create an executive summary with all the data segmented in one place, than to
remanding parts to get the full story. If you are having trouble with finding ways to capture the reader's attention, consider coaching sessions with colleagues from the sales department to lend a hand. After all, that's their specialty. One more important element is the type of language you use in the summary. Keep in mind who will be reading the
summary, your language should be adjusted to a group of executives. Make the summary understandable and avoid using complicated terms that may cause confusion, your goal is to feed the stakeholders with important information that will affect their decision-making. This doesn't only refer to the words that you use, the way in which you provide
explanation should also be taken into consideration. People reading the report should be able to easily and quickly understand the main points that you highlighted. You should include information regarding your project, target market,
program, and the problems that you think should be solved as soon as possible. Also, you should provide some useful insights into the overall industry or field that your business operates in. Showcase some of the competitive advantages of your company and specific marketing insights that you think the readers would find interesting. Related: What Is
Strategic Reporting? 4 Report Examples to Get Inspiration From Make one of the sections revolve around financial and sales forecasts for the next 1-3 years. Provide details of your breakeven points, such as where the expenses/revenues are equal and when you expect certain profits from your strategies. This practice is mainly
plans, but the same principle can be applied to reports. You can include predictions on how your overall objectives and goals will bring profit to the company. Related: How Lone Fir Creative Uses Databox to Forecast, Set, & Achieve Agency & Client Goals Don't forget to talk about the funding needs for your projects since there is a high chance that
investors will find their way to the executive summary as well. You can even use a quotation from an influential figure that supports your upcoming projects. Unlike the costs that will prediction from an influential figure that supports your upcoming projects. While your report should include all of the most important metrics
and data, aim for maximum conciseness. Don't include any information that may be abundant and try to keep the executive summary as short as possible. Creating a summary that takes up dozens of pages will lose its original purpose. If you're in for a quick workaround, then the AI summarizer is the best option. It will automate the concision process
so that you save time and resources crafting your executive summaries. With a concise summary and clear communication of your messages, your readers will have an easy time understanding your thoughts and then take them into consideration. Also, one last tip is to use a positive tone throughout the summary. You want your report to exude
confidence and reassure the readers. No one expects you to become an expert in writing an executive summary overnight. Learning how to create great and meaningful summaries will inevitably take some time. With the above-mentioned best practices in mind, you should also pay attention to avoiding certain mistakes that could reduce the value of
your summaries. Here are some examples. This can make your summary write more complex than necessary. From project stakeholders to C-level executives (chief executives and board members), everyone should be able to easily understand and read the information you gather in your summary. Keep in mind, you are probably much more familiar
with some of the technical terms that your departments use since you are closer to the daily work and individual tasks than your stakeholders. Read your summary should be as short as possible, but still include all the key metrics and
KPIs. There is no reason to go into details of specific projects, due dates, department performances, etc. When creating the summary, ask yourself twice whether the information you included truly needs to be there. Of course, there are certain details that bring value to the summary, but learn how to categorize the useful ones from the unnecessary
ones. While you will know your way around the project, that doesn't apply to the readers. After wrapping up the summary, go over it once again to see whether it can stand on its own. This means checking out if there is any sort of context that the readers will need in order to understand the summary. If the answer is yes, you will have to redo the
parts that can't be understood by first-time readers. Your executive summary is prone to changes, so making a typo isn't the end of the world, you can always go back and fix it. However, it's not a bad idea to ask one of your colleagues to to review and proofread it as well, just so you have an additional set of eyes. Using reporting tools such as
dashboards for executive reports can provide you with a birds-eye view of your company's most important KPIs and data. These dashboards work as visualization tools that will make all the important metrics much more understandable to your internal stakeholders. Since executive reports on their own don't include any visual elements such as graphs
or charts, these dashboards basically grant them superpowers. Executive reporting dashboards also make the decision-making process easier since there won't be any misunderstandings regarding the meaning of the data. Not only will you be able to gather the data in real-time, but you can also connect different sources onto the dashboard can use
the visuals for performance comparisons. Interested in giving executive report dashboards a try? Let's check out some of the best examples. To stay on top of your key user acquisition metrics, such as visit to leads conversion rates, email traffic, blog traffic, and more, you can use this Marketing Performance Dashboard. You can pull in data from
advanced tools such as HubSpot Marketing and Google Analytics to get a full overview of how your website generating the most amount of leads How to track which number of users are new to your website How to compare the traffic you are
getting from your email with blog traffic How to stay on top of lead generation goals each month How to be sure that your marketing activities are paying off The key metrics included are bounce rate, new users, page/session, pageview, and average session duration. You can use the Customer Support Performance Dashboard to track the overall
performance of your customer service and check out how efficient individual agents are. This simple and customizable dashboard will help you stay in touch with new conversations by teammates, number of leads, and much more. Also, you will get the answers to guestions such as: How many new conversations did
my customer support agents deal with vesterday/last month? How many conversations are currently in progress? In which way are customer conversations are currently in progress? In which way are customer support team? Some of the
key metrics are leads, open conversations, new conversations, and more. Want to know how much income your business? How about figuring out the best way to track credit card purchases? You can track all of these things and more
by using the Financial Overview Dashboard. This free customizable dashboard will help you gain an insight into all of your business's financial standpoint is one of the most important ingredients of good decision-making. With key
metrics such as gross profit, net income, open invoices, total expenses, and dozens more - all gathered in one financial activities. Use this SaaS Management Dashboard to have a clear overview of your business's KPIs in real-time. This customizable dashboard will help you
stay competitive in the SaaS industry by providing you with comprehensive data that can you can visualize, making it more understandable. You will be able to: See how your company is growing on an annual basis Have a detailed outline of your weakest and strongest months Determine which strategies are most efficient in driving revenue The key
metrics included in this dashboard are recurring revenue, churn by type, MRR changes, and customer changes, and customer of won deals, new deals created, and more? This Sales KPI Dashboard can help you do just that. It serves as a perfect tool
for sales managers that are looking for the best way to create detailed overviews of their performances. It also helps achieve sales manager goals for the pre-set time periods. By connecting your HubSpot account to this customizable dashboard, you can learn: What's the average deal size The number of open, closed, and lost deals each month How
much revenue you can expect from the new deals How your business is progressing towards the overall sales goals Although you probably understand what your executive summary should include by now, you may still need a bit of help with creating a clear outline to follow. We thought about that too. Here are some template examples that will help
you create an effective summary outline for different kinds of business needs. Here is an executive summary template for a business plan: Introduction [Mission] [Vision] [Company profile (with relevant history)] [Company contact details] Products and services [Description of products and/or services] [Unique proposition] [Company profile (with relevant history)]
[Intellectual property] [Development status] Market analysis [Market analysis [Market analysis [Market analysis [Budget] [Funding needs] [Projected profit margins for year one and two] Conclusions Executive summary template for marketing plan: Product name Target audience [Unique customer
characteristics] [Customer spending habits] [Relationship to product] [Access channels] The product [Value and credibility of product] [Product competitive advantage] [Creative outlook] [Keywords] Strategy and objectives [Goal statement] [Task 1] [Task 2] [Task 3] Budget [Overview] [Forecasted cost] Action timeline [Today] [Next week] [Next week] [Next week] [Task 1] [Task 2] [Task 3] Budget [Overview] [Task 3] [T
month | Executive summary template for a research report [Project topic] [Name | Date] [Recommendations] [Recommendations] [Recommendations] [Recommendations] [Status overviews] [New
requests] [Issues summary] [Project notes] For the longest time, writing executive reports has been as a grueling and time-consuming process that will require many sleepless nights to get the job done right. While there is plenty of truth to this, modern automated reporting software has revolutionized these writing nightmares. Databox is one of
those tools. With Databox, you will be able to connect data from multiple sources into one comprehensive dashboard. Also, you are going to gain access to different types of charts and graphs that you can use for data visualization and make the report much more understandable to the readers. Using a modernized tool like Databox will provide you
with a faster, more accurate, and more efficient reporting process. This advanced software allows you easily create your own customizable reports that can be adjusted in real-time as soon as new data emerges. Who says executive reports can be.
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