FORMAT TIPS for Professional Reports

1. **Design** the beginning space of a report to reveal the title of the report, the author or authors, and the date. You may include information such as the company department or the university course. Consider a title page for a long report.

2. Number each Figure and Table and include a caption/title. Remember to include the axis of a graph.

3. Embed Figures and Tables as closely as possible to the narrative that explains them; keeping both on the same page is the best option.

4. Identify/Number each page. Consider the ease of referring someone to a point on a numbered page. Sorting pages to their proper order after they have been shuffled during a discussion or dropped on the floor will be simple IF the pages are numbered.

5. Headings and subheadings, white space, and short paragraphs can add to the ease of reading long reports and have the added benefit of revealing a logical organization of your ideas. Double space your work unless your instructions specify other spacing options.

6. Color will probably be lost if you are sending documents electronically. Color may make parts of your report difficult to read if everything turns to black and white. You may effectively use color if you provide all of the color copies.