

# UPGRADE STUDY ADVICE

## Executive summary

- Concise summary of the essential elements of the report
  - ◇ Purpose
  - ◇ Scope
  - ◇ Main points
  - ◇ Conclusions
  - ◇ Recommendations
- Independent (can be read on its own)
- Comprehensive (covers all main points)
- Clear and concise
- Short (check the advice you have been given)
- Written in full sentences and short paragraphs

*Adapted from* The Business School, Oxford Brookes University (2012). *Report Writing for Business Students* [PPT presentation]. Available at <http://www.brookes.ac.uk/services/upgrade/study-skills/report-writing.html>