

## Introduction [Level 1 Heading]

The following components are frequently divided into paragraphs as opposed to being their own distinct sections under Level 2 headings.

Component 1: Introduction to report.

This section will look similar to the introductory paragraphs of the Letter of Transmittal and the Executive Summary. It introduces the reader to the report.

Component 2: Background.

This section may include multiple paragraphs, depending on the research topic and the amount of information needed for the audience to understand the report.

Component 3: Problem Statement.

This section may be integrated with the introduction to the report or background. It specifically identifies the problem or situation being addressed.

Component 4: Proposed Action/Research Plan.

This section reiterates the proposed research tasks from the proposal. It further discusses any deviations and provides a revised research plan, if needed.

Component 5: Major Findings.

This section highlights important results and conclusions that will be particularly interesting to the audience and useful for understanding the final recommendations.

Component 6: Recommendations.

This section states the recommendation(s) for the audience.

Component 7: Road-mapping Statement.

This short section (possibly a sentence or two) states the sections that will follow, in order.

**Figure 20.7.** Introduction to a recommendation report template.<sup>1</sup>

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<sup>1</sup> Nicole Hagstrom-Schmidt, "Introduction to a Recommendation Report Template," 2021. Licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).