

## Report Writing—Tips

### Report Events

1. American Enterprise
2. Business Plan
3. Business Financial Plan
4. Community Service
5. Local Chapter Annual Business Report
6. Partnership with Business Project

### Writing the Reports

1. Follow the directions carefully listed in the Chapter Management Handbook under the Competitive Events section.
2. Reports must include an accurate table of contents, a front cover with all required information and a back cover. The front cover and back cover can be cardstock. A title page, divider pages and appendices are optional.
3. Reports must not exceed the number of pages that are given (30) include the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit. Business Financial Plan may not exceed 15 pages.
4. Each side of the paper providing information is counted as a page.
5. Reports must be standard 8 ½ \* 11” paper.
6. Pages must NOT be laminated or in sheet protectors.
7. Reports may be single or doubled spaced.
8. Reports MUST follow the same sequence shown on the rating sheet.
9. Valuable documentation should not be included with the report. Copies should be sent rather than important original documents.
10. Reports must have a cover weight such as a cover stock, index stock or card stock.
11. Reports must be bound. Three-ring hardback notebooks are not acceptable.
12. Scrapbooks and loose or bulky exhibits are not acceptable.

### Suggestions

1. Start on the report early in the year.
2. Make a unique or special event or events to include in your report.
3. Make sure to get good pictures to that you will have proof of the project activities.
4. Send several articles about the project to the newspaper so that you will have publicity of the report or project.
5. PROOFREAD the report carefully.
6. Use correct grammar, punctuation, spelling, and acceptable business styles in your report.
7. Make your cover unusual and pleasing to the eye.
8. Use color in your report if possible.
9. Make sure that you do not have lines around your pictures or articles.
10. Bind your report in the proper manner and with the correct type of binder.