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.