

Executive Summary

An executive summary should be clear, concise, and to the point, typically no longer than 10% of the full document length. It should be written in a way that allows readers to understand the essence of the paper without needing to read the entire document.

It typically includes the following elements:

1. **Introduction:** Briefly introduce the purpose of the document or report. Explain the context or background that led to the creation of the report.
2. **Objective:** Clearly state the main objectives or goals of the document. What is the report trying to achieve or address?
3. **Key Findings:** Summarise the main findings or results of the document. This should include the most important data, analysis, or insights that are detailed in the full report.
4. **Recommendations:** If the report includes recommendations, list the most critical ones in the executive summary. These should be actionable and directly related to the findings.
5. **Conclusion:** Provide a brief conclusion that encapsulates the overall message of the document. This might include implications of the findings or a call to action.
6. **Methodology:** Briefly describe the methodology or approach used in the document, especially if it's important for understanding the findings. This can be a summary of research methods, data sources, or analytical techniques.
7. **Key Metrics or Data Points:** Highlight any essential metrics or data points that support the findings and recommendations. This provides evidence and strengthens the summary.
8. **Limitations:** Mention any limitations or constraints that might affect the interpretation of the findings. This adds transparency and credibility to the summary.
9. **Next Steps or Future Actions:** If applicable, outline the next steps or future actions that should be taken based on the report's findings and recommendations.