



Subject Report

(Topic)

First & Last Name, Date

The goal of our staff growth plan is to gain insight on a specific topic and apply the knowledge to our daily lives. This fosters a lifestyle of learning. The plan consists of:

1. Reading a book
2. Conducting an interview
3. Developing a practice
4. Giving a presentation on what you've learned
5. Capturing the lessons in a written report

This document provides the instructions for the report.

A report is a piece of writing that provides information about a certain topic. In every effective report, there are three major parts: introduction, body, and conclusion.

Introduction: This is where the subject or topic is introduced. The introduction should sound interesting to capture the attention of the reader. It often summarizes the big picture or big idea of the report. It moves the audience from general to specific.

Body: The body is the longest part of the report and commonly highlights all the main topics and ideas. This also includes evidence or information that supports the big idea. It should have a logical ordering of ideas.

Conclusion: This is the last part and summarizes the overall topics or ideas as well as how you plan to incorporate what you've learned. It should ensure that the reader is left with something to think about.

GUIDELINES

- Header: Use the given header and add your information
- Body: Delete the instructions and guidelines before adding your content
- Use one-inch page margins
- Single space your text
- Write a minimum of two pages and maximum of three
- Use Avenir 12pt font
- Have a peer take a second look for any typos
- Don't stress – just write about what you learned