

## Heading/Title

The Heading of the Executive Report is crucial because it clearly states what the report will be about...

*-Logo*

## Introduction

The Introduction gets people interested in the topic and lets them know what the report will be about...

*-Hook*

*-Introduce Problem/Topic*

*-Persuade Readers to Keep Reading*

*Why is the Issue Important in General?*

## Explain Issue

This category explains the chosen issue or topic and clearly explains it to the readers.

*-More about why it is Important*

*-Research/Data*

*-Charts, Tables, Figures*

*-Haves vs. Have Not*

## \* Current Events

In this area, you may write about local and global issues/events...

*-What is happening right now to change your Topic Locally and Globally*

*-Events that have happened in the Past that made an Impact on your Topic*

*-Charts/Graphs*

## \* Methods of Change

Include the ways that change is being taken place.

*-Research*

*-Charts/Tables/Figures*

*-List and Describe Organizations that are helping (Or possibly not helping...)*

## \* Call For Action

Include how we can make a difference.

*-What can I do?*

*-What can you do?*

*-Charts/Graphs*

## Conclusion

Wrap it all up.

## Bibliography

Cite your Sources...

\* These elements can be changed around and placed in various orders.