

**REPORT (MLA)**

Top Margin: 1"

Side Margins: 1"

Spacing of Body: DS

Header: .5"

(Header: Sender's Last Name & Page #) Smith 1

Julie Smith (*Sender's Name*)

(DS)

Roger Meyer (*Recipient's Name*)

(DS)

Marketing Department (*Name of Recipient's Department or Job Title*)

(DS)

8 October 20\_\_ (*use current date*)

(DS)

NOTE: The title is typed in Title Case (not all caps) and is not bold.

Report Format

(DS)

Whether written for personal or business use, a report should present a message that is well organized, stated simply, and clear in meaning. A report that does not meet these criteria reflects a lack of planning and preparation.

### Planning a Report

Three steps should be taken in planning a report. Selecting the topic is not merely the first step, but also the most important one. It is vital that you choose a topic in which you have sufficient interest to do the necessary related reading and research (LePoole 197).

### Preparing the Report

The following three steps should be utilized in preparing the report:

1. Look for data and authoritative statements.
2. Prepare a rough draft of the report, organizing the data into a series of related paragraphs. A sentence that follows enumerated items within the same paragraph should begin at the left margin.
3. Read the rough draft carefully.

Whether the report is typed or printed, it should be neat and arranged in proper format. A neat report presented in an orderly style makes an immediate positive impression on the reader.

**Report—Second Page and Subsequent Pages**

Top Margin: 1"

Spacing of Body: DS

Header: .5"

(*Right margin header—Sender's Last Name & Page #*)

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