

- What follow-up questions would you ask the Auditor at the company's Annual General Meeting?

Report Structure:

1. Executive Summary

- The Executive summary should be concise and not involve too much detail.
- It should make commentary on the main points **only** and follow the sequence of the report.
- Write the Executive Summary **after the report is completed**, and once you have an overview of the whole text.
- The Executive Summary appears on the first page of the report.

2. **Contents Page** – This needs to show a logical listing of all the sub-headings of the report's contents.

3. **Introduction** – A short paragraph which includes background, scope and the main points raised in order of importance. There should be a brief conclusion statement at the end of the Introduction.

4. **Main Body Paragraphs** with numbered sub-headings – Detailed information which elaborates on the main points raised in the Introduction. Each paragraph should begin with a clear topic sentence, then supporting sentences with facts and evidence obtained from research and finish with a concluding sentence at the end.

5. **Conclusion** – A logical and coherent evaluation based on a thorough and an objective assessment of the facts. Key information has been appraised from an analysis of the company's annual report and supplementary research to support the final evaluation of the Auditor's findings in the Annual report.

6. **Appendices** – Include any additional explanatory information which is supplementary and/ or graphical to help communicate the main ideas made in the report. Refer to the appendices in the main body paragraphs, as and where appropriate.