



DeYoung Consulting Services

Helping People Learn up to Their Potential

The end of the year is approaching quickly, and with it, end of the year reports. Here are a few tips to keep in mind as you format reports and proposals.

- Use headings or topic sentences. These are often slightly larger—14 or 16 pt. and bolded or underlined.
- Try bulleted lists. Remember to have the words immediately following the bullets be consistent. For example, they should all be verbs or nouns. Numbered lists work well, too.
- Make sure your page breaks are appropriate. Don't start a new section at the very bottom of the page. Instead, use a page break and start the section on the next page. (You'll find the tool to insert a page break in the "insert" menu.)
- Consider using footers and/or headers. They are both good for noting page numbers, the title of the report, the author, or a revision date. (The footer is located in the "view" menu and page numbers are in the "insert" menu.)
- Think about including a graph or table. Visual images can complement and even replace several sentences. Graphs can easily be converted from an Excel spreadsheet and tables can be created in Word.
- Remember to title and date your report, too. Sometimes a cover page is a nice touch if it's a formal presentation or a long report.

Writing reports that are easily read and understood is easier once you've learned a few tips. Providing your employees or clients with effective training is easier once you have the right partner. DeYoung Consulting Services is ready to work with you to meet your training and curriculum needs.

Hope you stay safe and warm during the coming month of ice and snow!

Karen DeYoung

DeYoung Consulting Services ▪ (612) 822-8872 ▪ 4834 Park Ave.
Minneapolis, MN 55417 ▪ deyoung4@aol.com

DeYoung Consulting Services

DeYoung Consulting Services provides quality learning experiences for individuals and groups. We develop materials and activities that advance individual, team, and organizational learning. Our work is done with integrity, reliability, and accountability.

If you would like to be removed from this list, please send an email to deyoung4@aol.com and type "remove" in the subject. Or, just reply to this message.

DeYoung Consulting Services
Helping People Learn up to Their Potential
4834 Park Avenue
Minneapolis, MN 55417
(612) 822-8872
(612) 220-3440 mobile
deyoung4@aol.com