

- What makes a successful CBA 1 Enterprise report?
 - Good Layout
 - Easy to follow
 - Introduction
 - Clear explanation
 - Research findings
 - Individual research template
 - » List all your research findings (both primary & secondary)
 - Collective evaluation of research that informs decisions
 - » You should show this collective evaluation in your report
 - Action Plan
 - 4Ps – use evidence based judgements
 - » How does the information you found out inform your decisions?
 - Presentation
 - Nice spacing
 - Choice of font/font size
 - Same font /text colour etc for the whole project – it is a collective report
 - Justified Text
 - Page Numbers
 - Proper use of images/graphs
 - No too much/too little
 - Not too big/small
 - When presenting figures it is best to use a table
 - Language
 - Appropriate Language
 - No slang
 - Good grammar
 - Punctuation