



# How to Use Report Templates

By the WPI Atlas for Development IQP Team

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Reports can be a great way to reflect on an experience and share your process with others. However, the kind of information that should be included in the report is not always clear. Below are a couple of important guidelines to consider when asking for a report.

## General Guidelines

### Provide a template

Oftentimes there is a miscommunication on what kind of information an individual should include in their report. By providing the individual with a report template you can prevent this communication. The template can include the format, the section titles, and the information you are hoping to gain from reading each section.

### Provide an Example

Although templates are a great way to inform someone about what you want them to include in a report, providing an example can be useful as well. By providing the individuals with a mock report, they can determine what narrative to type in (first, second or third person), how professional their wording should be (can they use slang, or refer to themselves as I/We), and how much detail they should provide when answering each question.

## Ambassador Report Template

Contains a general layout of how the report should appear, what sections it should contain, and the questions each section should answer.



## Ambassador Example Report

Contains example responses to all of the questions posed in the report template.