



Guide to Writing an Executive Summary

Study Development Factsheet

An Executive Summary is often included in reports, so you may need to write one as part of a larger evaluation.

The purpose of an Executive Summary is to give the reader a concise overview of the entire report. It highlights the key points, enabling the reader to assess whether continuing with the full report is worthwhile. Think of it as your 'elevator pitch'; you are convincing the audience of the report's value.

The content consists of brief overviews of each section in your report. Some aspects you might summarise include:

- Aims
- Literature review
- Methodology
- Results
- Discussion
- Recommendations
- Conclusions

The length of your Executive Summary will vary based on the overall report and the guidelines of your assessment, but it's recommended to keep it within a single page. It's also important to write the Executive Summary after completing the main report.

Have a look at some examples of Executive Summaries in published reports:

CIPD (2017) [Employment regulation in the UK: burden or benefit?](https://www.cipd.org/uk/knowledge/reports/employment-regulation-in-the-uk-burden-or-benefit/) . Available from <https://www.cipd.org/uk/knowledge/reports/employment-regulation-in-the-uk-burden-or-benefit/>

CIPD (2021) [Addressing skills and labour shortages post-Brexit](https://www.cipd.org/uk/knowledge/reports/skills-labour-shortages/) Available from <https://www.cipd.org/uk/knowledge/reports/skills-labour-shortages/>

CIPD (2023) [Devolution and evolution in UK skills policy](https://www.cipd.org/uk/knowledge/reports/devolution-evolution-skills-policy/). Available from <https://www.cipd.org/uk/knowledge/reports/devolution-evolution-skills-policy/>