



What is an executive summary?

The professors in certain business administration courses may require you to write an executive summary as part of your requirements for credit for the course. The following information highlights some of the basic information about what executive summaries are. Be sure to check any syllabus, textbook, or other class information that pertains to the writing of an executive summary.

What is it?

- ✍ An executive summary is a short summary of a large document.
- ✍ The executive summary is written to stand on its own.
- ✍ It gives an overview of the material in the larger document to a reader who more than likely does not have time to read the larger document. Therefore, the executive summary will summarize the most important information in the larger document in a way that will be understandable to someone who has not read the original.
- ✍ It includes all of the facts and conclusions in the longer report.

How long is it?

- ✍ It is about 10% of the length of the original document.
- ✍ It can be one to ten pages long; your executive summary will probably be only 1-2 pages. Sometimes executive summaries can only be one page. Consult your class syllabus and your professor for the length requirements of your assignment.

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