

How to Write a Good Report



The Office of Population Affairs (OPA) requires all Teen Pregnancy Prevention Program (TPP) grantees to submit reports that describe project activities, progress, and findings. Projects also often draft reports to share with other audiences, like funders and partners.

Follow these tips to develop reports that resonate no matter the audience. Then check out the sample report at the end of this resource to see these tips in action.

Content

- Pull your report together only once you have complete data for the reporting period.
- Before you write, consider the report's purpose and what your audience wants to know.
 - For semi-annual reports, focus on what you have done to meet the expectations for this grant phase.
 - For final reports, focus on high-level outcomes, key findings, and overarching takeaways.
- Include evidence of activities and outcomes as appendices.
- Cite key sources of information but avoid long reference lists.
- Limit your report to the page limit specified by OPA.

Language

- Use simple language; avoid jargon.
 - ✔ Say: "To provide health education that resonates with project participants, we used interactive activities that are specifically designed to improve health behavior."
 - ✘ Not: "Our project successfully employed a socioecological approach, incorporating evidence based behavior change theories and utilizing a variety of interactive modalities to enhance health literacy among the priority population."
- Report findings objectively; don't claim your project "caused" particular outcomes or had a particular "impact."
 - ✔ Say: "There was 5% drop in STIs among teens in our community last year. Because our TPP curriculum focuses on STI prevention and reaches half of all teens in the community, we expect that our project contributed to this drop."
 - ✘ Not: "Our project caused a 10% drop in STIs among teens in our community last year."
- Use your own words. Don't just copy/paste grant language!
 - ✔ Say: "We sought feedback and input on the program via daily check-in cards after each lesson (see Appendix A), which we used to inform and improve the next lesson; a focus group, which informed our incentive structure (see Appendix B); and a post-curriculum satisfaction survey (see Appendix C)."
 - ✘ Not: "We engaged youth consistently to inform and improve the project."

Design

- Break up content using headers.
- Include plenty of white space; avoid large blocks of text and text-heavy graphics.
- Showcase your work with visuals (e.g., photos, infographics, icons, maps, and well-labeled charts).
- Apply your project's logo and branding.
- Consider using a design tool (e.g., Canva or Google Doc Templates) to elevate the design.



Progress Report | [DATE]

[INSERT TITLE]

[Insert subtitle: Qui unt qui tem tati velentetur molessi]

PROGRAM OVERVIEW

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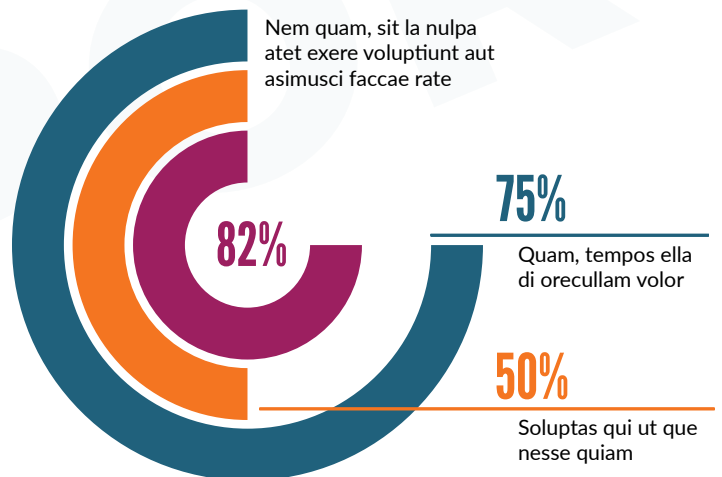
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Results from the program evaluation can be found [\[INSERT LINK\]](#)

KEY FINDINGS

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EVALUATION QUESTIONS AND METHODS

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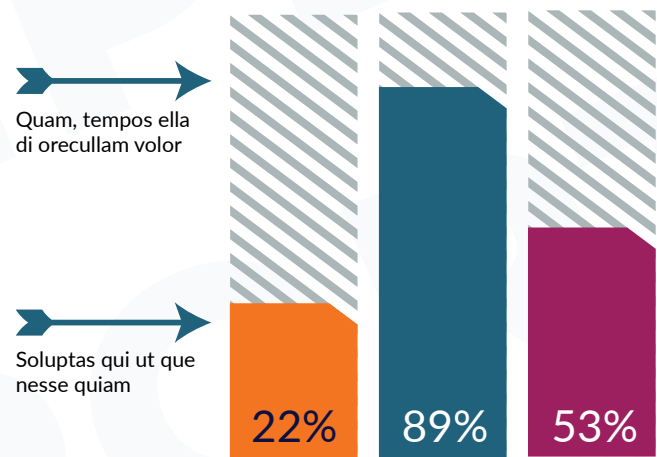
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NEXT STEPS

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