Report writing - example of an executive summary

The purpose of this report was to examine the implications on university teaching raised in the article by Joe Gelonesi in the Education Supplement of *The Age* (27/2/02). Research for this report included a review of current literature on web-based tuition and interviews with three experienced academics. The major findings indicate that while there is a need for some caution, e-learning should be seen as a way of enriching the teaching and learning currently being offered in universities. While it is clear that student needs will vary, this report recommends that Beacon University continue to develop and implement its e-learning approach if it wishes to continue providing quality education for traditional on-campus students as well as those who for work, family, geographic location or other reasons choose to study through distance education.

> The structure of this executive summary is explained below.

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The major findings indicate that while there is a need for some caution, e-learning should be seen as a way of enriching the teaching and learning currently being offered in universities. **← Findings**

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