

Report Title

One line saying what this document specifies or decides

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Date: 25/08/2026

Version: 0.1

Executive Summary

Three to five sentences a busy reader can stop after: the situation, the decision or finding, and what happens next.

- 1. **First key point:** one sentence.
- 2. **Second key point:** one sentence.
- 3. **Third key point:** one sentence.

Background

The context someone new to the topic needs before the main content makes sense. Keep it to what is load-bearing.

Subsection

Use the accent card for the rule or constraint everything else depends on:

Golden Rule

Every page should carry **one dominant idea** with an unambiguous typographic hierarchy.

Analysis

The body of the report. Tables use hairline strokes and a tinted header row:

Dimension	Option A	Option B
Criterion one	How A performs	How B performs
Criterion two	How A performs	How B performs
Criterion three	How A performs	How B performs

Recommendations

Numbered, each one actionable and owned:

EXAMPLE: BUILD COMMANDS

Bash

Compile this report
typst compile main.typ report.pdf

Live-reload while writing
typst watch main.typ

Next Steps

Who does what by when.