

**Table E.3a Components opening part report**

Minimum requirements	Optional
Title page	1a Copyright provisions
Table of contents	1b Dedication (for...)
Preface and Acknowledgements	2a List of Figures and Tables*
Introduction	2b Foreword (written by someone else)
	2c Executive summary*
	3a List of abbreviations*
	3b Notes on contributors

* Optional, but strongly recommended. An executive summary is a requirement in a business report.