

Title

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Name 3(Bold)

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⁴ For large report, this can be reduced to 1.5 line spacing

⁵ Sub-headings (e.g. 1.1; 1.1.1): use Double Spaced - Times New Roman 11

⁶ Each report should have an Executive Summary. **It shall not exceed 700 words**

1. Introduction

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1.1 Objectives

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1.1.1 Section 1.1.1

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1.1.1.1 Section 1.1.1.1

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