Exhibit 1   Example of a Business Report Title Page

ANALYSIS OF THE RECRUITING PROGRAM

Presented to

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Prepared by
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September 15th, 2010

Arrange title in all caps with longer line above shorter line (inverted pyramid styles); use larger font size and bold if desired

Highlights name and title of report recipient

Identifies name and title of report writer

Omits page number

The title page is arranged so that the amount of space above the title is equal to the space below the date. If a report is to be bound on the left, move the left margin and centre point ¼ inch to the right. Notice that no page number appears on the title page, although it is counted as page one.

If you use scalable fonts, word processing capability, or a laser printer to enhance your report and title page, be careful to avoid anything unprofessional (such as too many type fonts, oversized print, and inappropriate graphics).