

The summary could begin in a news-first fashion with a brief statement of the main actions recommended. This statement could be followed by enough elaboration to make the recommendations compelling in importance and justification, and to make them actionable in terms of who (in a broad sense, at least) would be responsible for carrying them out.

The summary could also identify its intended audiences.

If the gist of the report can be expressed in a simple schematic, consider adding it to the summary. Think of the cartoons that sometimes accompany op-ed pieces and Sunday Review articles in The New York Times.

In the body of the report, diagrams describing quantities and flows of information could be helpful in laying out justifications.