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**How to write a report**

At the end of each term, The SU requires you to write a report to summaries your term. It does not have to be very long, but it should give a brief overview of how you are doing.

What to include:

* What you have been doing
* What has gone well
* What challenges you have faced
* Things you are planning to do in the future
* Is there any way that SU can help you further?