

## REPORT TEMPLATES

### Purpose of This Module

Book reports are used to document reading activity, comprehension, and self-directed learning. The goal is not to summarize every chapter, but to demonstrate understanding, reflection, and application of ideas.

Reports are evaluated based on effort, clarity, and relevance, not writing style.

### **BOOK REPORT TEMPLATE**

#### **SECTION 1: BOOK INFORMATION**

- » Title of Book:
- » Author:
- » Date Started:
- » Date Completed:
- » Type of Material: (Book, workbook, article, course material, other)

#### **SECTION 2: WHY I CHOSE THIS MATERIAL**

Use the prompts below to explain your motivation.

- » Why did I choose this book or material?
- » How does it relate to my goals or personal development?
- » What did I hope to learn from it?

#### **GUIDANCE:**

This section should show intention and purpose.

#### **SECTION 3: KEY IDEAS AND TAKEAWAYS**

Use complete sentences to describe what you learned.

- » What are the main ideas or lessons presented?
- » What concepts stood out to me most?
- » What information challenged or changed my thinking?

#### **GUIDANCE:**

Focus on understanding, not copying text from the book.

## **SECTION 4: REFLECTION AND UNDERSTANDING**

Use these prompts to demonstrate comprehension.

- » How did this material help me better understand myself or my decisions?
- » What connections can I make between this material and my past experiences?
- » What lessons are most relevant to my current situation?

## **SECTION 5: APPLICATION TO PERSONAL GROWTH**

This section is essential.

- » How can I apply what I learned in my daily behavior?
- » What habits, decisions, or routines does this material influence?
- » What specific changes am I working toward as a result of this reading?

### **GUIDANCE:**

Use specific examples when possible.

## **SECTION 6: ACCOUNTABILITY AND FORWARD ACTION**

Use these prompts to show follow-through.

- » What action steps will I take based on what I learned?
- » How will I continue building on this knowledge?
- » How does this material support my long-term goals?

## **SECTION 7: CLOSING REFLECTION**

Choose one or more prompts to conclude.

- » What is the most important lesson from this material?
- » How does this reading fit into my overall preparation for release?
- » Why is continued reading important to my growth?

## **OPTIONAL SHORT REPORT VERSION (IF TIME IS LIMITED)**

Participants may complete a shortened version using the following:

- » Why I chose this material
- » One key lesson I learned
- » How I will apply it

