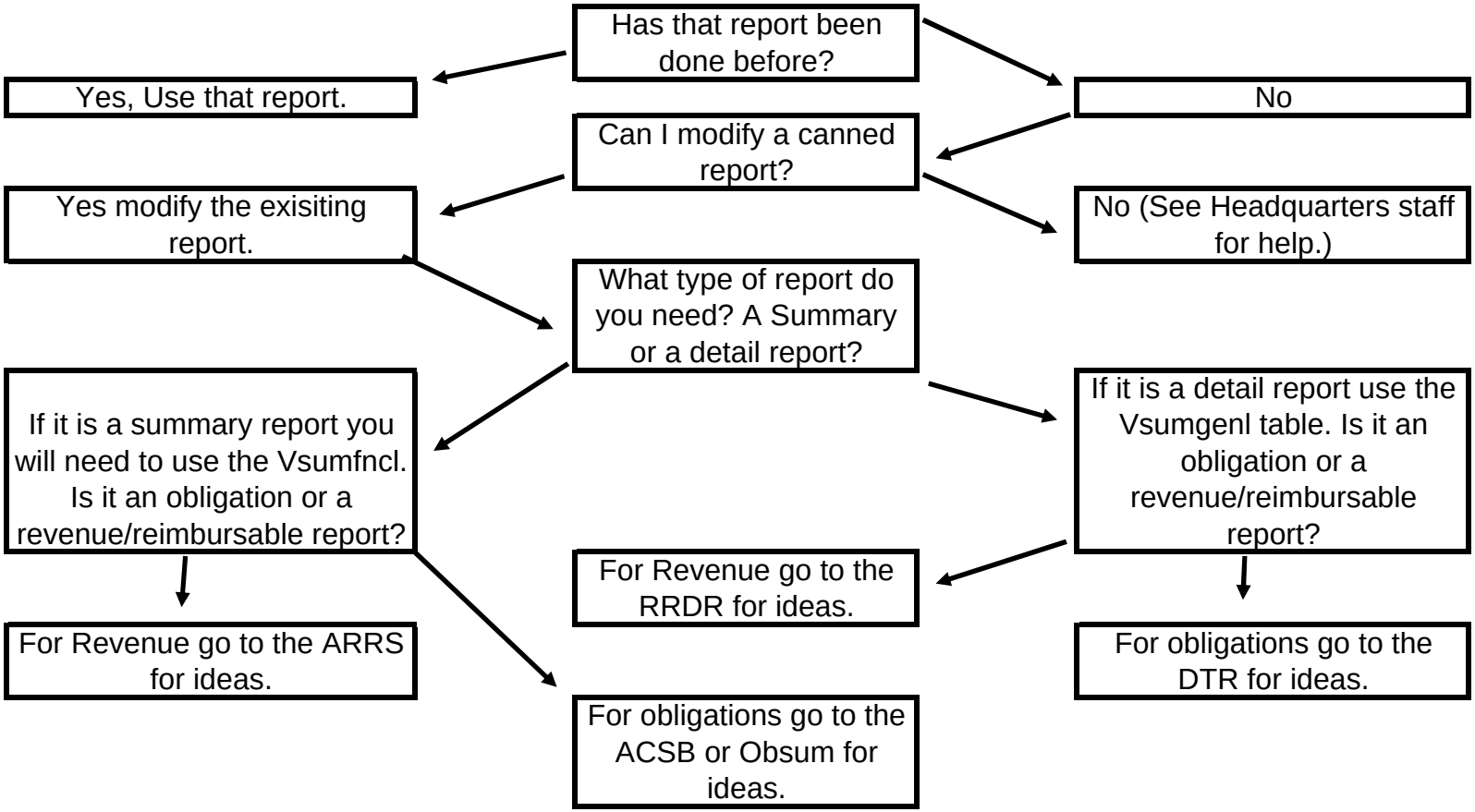QUESTIONS TO ASK YOURSELF WHEN WRITING A REPORT