

## REPORTS

For this assignment, you will be writing a completion report for the research project you proposed in the proposal assignment. This can be any type of report (informational, analytical, or recommendation); however, there needs to be a justified reason for the type you choose in the proposal. Sample reports are in Chapters 12 & 19, as well as on my web site (<http://oak.cats.ohiou.edu/~sr952597/SampleDocuments.html>).

### ABOUT REPORTS

*Analysis* of the research is a vital component of the report. In order to appropriately evaluate the information, you will need to (1) ask the right questions, (2) search the best sources, and (3) evaluate and interpret your findings. Specifically, the body of a recommendation report presents:

- Results (based on your research)
- Any conclusions based on the results
- Recommendation(s) for a specific course of action

Evaluation of sources and recommending a course of action are difficult, and often the recommendation report is not a simple demarcation between right and wrong. Even though it may be difficult, you will need to make a decision, recommend an action, and explain why that is the best solution.

### ASSIGNMENT REQUIREMENTS & DUE DATES

#### 1. Report Draft for Peer Critiques

**Due: Monday, May 19**

The draft of the report must be finished by this point. We will have peer critiques in class Monday.

#### 2. Final Report

**Due: Wednesday, May 21**

Required elements: revised proposal, all previous drafts, peer critique forms, and revised report.

## **REQUIRED ELEMENTS**

### **Report**

1. Front Matter
  - a. Title Page
  - b. Abstract
  - c. Table of Contents
  - d. List of Figures (*as applicable*)
  - e. List of Tables (*as applicable*)
  - f. List of abbreviations and symbols (*as applicable*)
2. Body
  - a. Introduction
  - b. Text (including headings)
  - c. Conclusions
  - d. Recommendations
3. Back Matter
  - a. Glossary (*as applicable*)
  - b. List of symbols (*as applicable*)
  - c. References (or “Works Cited”)
  - d. Index (*as applicable*)
  - e. Appendixes (*as applicable*)

## **SUGGESTED STEPS FOR WRITING THE REPORT**

### **1. Audience**

- Who are you writing this document for? What will they need to know and how will you convey that information?
- Keep in mind that I will be reading this document. If you choose to write for a very technical audience, consider that I will be a secondary audience and will need a frame of reference for highly technical information in certain subject areas (I have made my background available to the class via the memo of introduction and would be happy to answer any questions you may have).

### **2. Purpose**

- Why are you writing this document? What questions are fueling this report?

### **3. Clearly Identified Problem or Goal**

- Based on your inquiries into your prospective audience and purpose, develop additional questions about your topic. Specify exactly what information you want to find out.
- Make sure your topic is manageable. Can you realistically find the information you are looking for?

### **4. Research**

- Conduct research in order to answer the questions you have developed in step 2.
- Data should be accurate and adequate for the situation, but not excessive

### **5. Completely interpret the data**

### **6. Draw conclusions from research**

- Now that you have all the information, you can begin to develop opinions about the topic.
- Conclusions are valid when they are based on accurate interpretations
- Be careful to consider whether you have enough evidence to justify any claims you might make

### **7. Decide what to recommend based on the conclusions and research**

- You are an expert on the topic at this point. What do you recommend? Are there specific actions that need to be taken? If so, what are they?
- Unless you have a reason to be unsure, avoid phrases like “It would seem that...” or “It looks as if...”
- Avoid simplistic explanations. If you have no definite conclusions, don’t try to force a recommendation on your research and instead explain your position.