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Project 5: Recommendation Report

First OWL draft due date:

Second OWL draft due date:

WHAT: Research and write a Recommendation Report that persuades readers to take action in response to a defined problem within a real company or organization.

Format Requirements:
- 8+ pages of written content (plus cover page, table of contents, and references page)
- Proper APA format for all aspects of the report, including cover page, table of contents,
- abstract, in-text citations, and references page
- 6+ researched sources used within text of the document and listed on the references
- page
- Polished writing (i.e. no errors in spelling, syntax, capitalization, punctuation)
- Organized paragraphs and sections
- 12-point Times New Roman font
- Double-spaced lines
- 3rd person point of view

RHETORICAL ARRANGEMENT (You must use these subheadings)

I. **Cover page**
    (Use model provided in A Writer's Reference.)
II. **Table of Contents**
    (Use professor's guidelines.)
III. **Abstract**
    (This is a summary of the Recommendation Report using APA format based on model provided in *A Writer's Reference*; 150-250 words in length.)
IV. **Introduction**
    1. Define the problem that the company needs to solve. Include any necessary contextual or background information.
    2. Describe the company so the reader has a clear understanding of the organization and then define your role within (or relationship to) the organization.
    3. Define a target audience for the report.
    4. Describe the recommended solution (thesis statement) and the benefits the solution will provide the target audience.
V. **Discussion** (you may include more points in this section than those listed below)

1. Argue one point of support for thesis (clearly stated in a strong topic sentence) with cited research data that supports the point
2. Argue another point of support for thesis (clearly stated in a strong topic sentence) with cited research data that supports the point
3. Argue another point of support for thesis (clearly stated in a strong topic sentence) with cited research data that supports the point
4. Address potential opposition (in a separate paragraph or include it within particular points of the discussion)

VI. Conclusion/Recommendation

1. Emphasize the benefits of accepting the recommendation for the target audience.
2. Call to action: Describe next steps the target audience must take to implement your
recommendation.

VII. References

(Use guidelines provided in *A Writer's Reference*.)

HOW: Remember to refer to your annotated bibliography and your memorandum for your sources, thesis statement, and other work to prepare for this report.

WHY: The Recommendation Report, an informative, analytical business document, uses facts from research to persuade an audience to take action in response to a defined issue or need. Recommendation Reports:

- communicate a recommended solution or plan of action from one organization to another;
- communicate a recommended solution or plan of action from an individual to an organization;
- solve an internal problem.

This assignment allows you to demonstrate understanding of rhetorical appeals and definitions used in business communication through a formal, written report. It reinforces knowledge of writing as a process in which you use personal and collaborative revision and editing skills in service of substantive revision.

A Peer Review session is scheduled for the advanced draft of this assignment; participation in Peer Review as a reviewer and reviewee is required.

REMEMBER to SUBMIT your draft(s) to your WRITING SPECIALIST in your Online Writing LAB (ENG 3108). Your OWL WRITING SPECIALIST will help you develop a polished, well-crafted final version of your work.

QUESTIONS TO ASK BEFORE WRITING FIRST DRAFT

- What is the specific problem I will discuss in my report?
    - Has the problem, and its recommended solution(s) or proposed course of action, been narrowed in scope to be described within the limits of the report's page count?
    - What action do I want to convince the audience to do or accept?
    - Will the report attempt to solve an internal organizational problem?

- Who is the target audience?
    - Will the report be addressed from one organization to another? Or will it be from an individual to an organization?
    - Who has the power to approve the recommendations in my report?

- What research findings will I need?

CHECKLIST BEFORE SUBMITTING FINAL DRAFT

- Have I used 6 or more high-quality researched sources in the document to support claims or give data?

- Have I used researched sources effectively, incorporating data, paraphrases, and quotes successfully to support claims or help readers understand the problem and solution better? Review at
http://www.vaniercollege.qc.ca/tlc/tipsheets/writing/integrating-quotes.pdf

- Did I give credit for my sources by using proper APA in-text citation and References page format rules? Review at
https://owl.english.purdue.edu/owl/resource/560/01/

- Have I used a hierarchy of headings to help my audience understand my logic in presenting my research? Review at https://www.youtube.com/watch?v=p9ooCoh-l54)

- Have I defined the meanings of any acronyms, abbreviations, and special terms I used in the document by providing a glossary or by explaining them?

- Is my final draft more than 8 pages in length?
NOTE: The cover page, table of contents, and references page do not count towards the required 8+ page count.

- Does the document use 12-pt Times New Roman font and is it double spaced with

1-inch margins all around?

- Is my document written in 3rd person point of view?
  NOTE: No use of words such as "I," "me," "our," "you," etc.

- Is my document grammatically correct?
  - Review grammar and punctuation chapters in A Writer's Reference.
  - Review top 20 college writer error patterns (with examples) here: Top 20 errors with examples

Academic Integrity Resources

Please view this link to learn how to format in-text citations or make a references page:
https://guides.lib.unc.edu/citing-information/apa-intext

Please view this link to learn what plagiarism is and how to avoid it:
http://subjectguides.lib.neu.edu/plagiarism

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