*University of Phoenix Material*

Research-Driven, Formal Report Instructions

**Select** a topic for your assignment from the list of potential recommendations below:

* Informal dress-down Fridays

**Part I**

**Write** a 1,050- to 1,400-word Research-Driven Formal Report (follow the model offered in Ch. 18 of *Workplace Writing*) that proposes a change to the workplace or proposes a new initiative using the components of ethical business communication.

Your report should look similar to the example in Ch.18 of *Workplace Writing,* although it will only contain some, not all, of the sections listed in the chapter. It must include the following headings:

* Title page
* Introduction
* Discussion
* Conclusion/Recommendation
* Reference Page

*Note*. The cover page and references pages will not count toward your final word count.

If you have not done so already, refer to the outline template posted in Week 3 for some ideas about what elements belong in each section.

**Format** your paper consistent with appropriate course-level APA guidelines.