Title of Paper

Student Name

GM504.xx (xx = section #)

Organizational Excellence and Change

Date

Professor (Name of Professor)

Introduction

This section will typically be one or two paragraphs. It is also important to remember that the introduction should create interest and entice the reader to keep reading the paper. Specifically, you will need to introduce the reason for your paper, create interest, tell your reader what the paper includes, and briefly introduce the recommendations. The introduction is a component of the “Content” grade.

Content and Analysis

(This is the description; not the section title.)

This section should have sub-sections for any topic that consists of more than two paragraphs. This helps to organize your thoughts and present your findings in a clear manner for your reader. This is where the main points of the paper are clearly developed. In addition, this portion of the paper should include classifications, explanations, comparisons, and inferences. Apply critical thinking to this section by using the appropriate judgments and assessments based on your evaluation and synthesis of information. This section will be in your own words as you will describe what you read or learned from the various sources that were reviewed. Do not include long, direct quotes from your sources. Use your voice by paraphrasing and using proper citations. This portion of the paper is a component of both the “Content” and the “Analysis and Critical Thinking” grade.

Recommendations

You should think of writing this section as if you were telling your boss or a consulting client about something you have learned. It is your opportunity to APPLY your learning to a business context. The recommendations are a component of the “Analysis & Critical Thinking” grade.

Conclusion

In the conclusion (1–2 paragraphs) you should succinctly summarize the key points of the paper and reiterate your recommendations in such a manner as to elicit a call to action. The conclusion is a component of the “Content” grade.

References

Please be sure your references are in APA format. Citations and references strengthen your analysis and recommendations and are required for Focus Papers. Please ensure you have a minimum of three references at least one of which must be a peer reviewed (scholarly) journal article. The sources utilized are a component of the “Content” grade.