# Project Five

**Formal Recommendation Report – Group Project**

**Due:** May 4 at 11:59pm on Blackboard

**Save As**: GroupNumber\_FormalReport

**Value:** 100 points; 25% of your final grade

There are several different types of formal reports, but for this project, you will be writing a recommendation report. According to the Selber, “Recommendation reports are often used to make suggestions about the best course of action. These reports are used to study a problem, present possible solutions, and then recommend what actions should be taken” (p. 311).

This semester, we have engaged with articles that study social justice and/or ethics in technical communication. This project will demonstrate your ability to apply this knowledge to *your* field. Thus, this report will be twofold: it will provide you with the opportunity to hone your report writing skillset as well as provide you will an opportunity to apply your knowledge about social justice and ethics as it relates to your field.

For this project, you will work in groups of 2-3.

As a result of this project, you will learn and apply the following skills:

* Apply concepts from scholarly articles about social justice to an issue in your field/discipline
* Become familiar with the recommendation report as a technical communication genre.
* Use “chunking” to separate text and varying text size/type for different kinds of text
* Develop and apply research skills
* Demonstrate knowledge of APA, including using in-text citations and a references page

**Recommendation Report**

Refer back to Project Four (the proposal). You have already chosen a topic that you will write about. This is where you implement your proposal into a formal recommendation report.

The readers of your report should be people who can act on your findings, such as the officers in an official organization within your field (e.g., Institute of Electrical and Electronics Engineers (IEEE); American Institute of Graphic Arts (AIGA); Society for Conservation Biology (SCB). An important first step will be for you to establish your audience – research the professional organization that could best act.

After defining the situation in which your report will be used, develop a step by step methodology for studying the problem. Then, collect information on the topic. Your report should include a title page that uses the 4 principles of document design that we have covered this semester (Contrast, Repetition, Alignment, Proximity). You should also include an Introduction, Methods, Results, Conclusions, and Recommendations sections in the organization of your report.

A good report will consider all aspects of purpose (who, why, what, where, when, how), will clearly express the subject that you will cover, the intended readers (including primary, secondary, tertiary, and gatekeepers), and context. You will need to do significant research, which means using reputable sources, and perform the research process.

* Define a research question and hypothesis
* State a hypothesis
* Develop a research methodology
* Collect information by following the research methodology
* Analyze gathered information and use it to modify the hypothesis

The recommendation report will use **8 sources**. I also expect that you will use images and/or graphics to visually demonstrate aspects of your argument as well. A thorough report will be at least 2000 words in length (not including the title page or references page). Single space your report with double spaces between sections and paragraphs. Look to the text for guidance/models. You will follow **APA citation style**.

**How should you organize your report?**

**Front Matter –** your well-designed title page

**Introduction** [250 words]

* Define the subject of the report. [3-4 sentences]
* State the purpose of the report. [3-4 sentences]
* State the sources of your information. [2-3 sentences]
* State the scope of your report. [2-3 sentences]
* State the most significant findings. [3-4 sentences]
* State your recommendations. [3-4 sentences]
* What is the organization of the report? [1-2 sentences]
* What are the key terms you’ll be using? [1-2 sentences]

**Methods**

* The methods section explains “What did you do?” to the reader. For this section of the report, you will summarize your findings from your research. [500 words]

**Results**

* The results section explains “What did you determine as a result of your research?”
* In this section, you are listing your findings with a brief discussion. You will spend more time discussing your results in the recommendations section. [250 words]
* Look to the future, describing future research or possible outcomes.

**Conclusions**

* Conclusions answer the question “What does it mean?” This is where you talk about the implications of your results. [500 words]

**Recommendations**

* Recommendations answer the question “What should we do?” This is where you elaborate on your recommendations as a result of your research. [500 words]
* Say thank you and offer contact information where the readers can contact you.

**References (Use APA)**

## Due Date

Project Five is due on May 4 at 11:59pm on Blackboard.