

# 148 Recommendation Report Document Specifications

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Fill in the following information:

**Title of Report:**

**Readers:**

**Primary**

**Secondary**

- Name
- Relationship to your group
- Employment (job title and years of experience)
- Education (years and major)
- Experience with topic
- Level of technicality
- Needs (reproduce from class overhead of readers' needs)

	MARY FORTE
	INSTRUCTOR
	INSTRUCTOR, 20+ YEARS
	MASTER OF ARTS IN ENGLISH

**Writers' names and qualifications** (majors, relevant job or other experience)

(ex. Calvin Klein—Clothing Engineering, part time sales rep. at Gottschalks):

- 1
- 2
- 3
- 4

**Tone** (from the overhead list):

**Writing Style** (circle one):    semiformal    formal

**Purpose:**

**Group Members' Names** (yes, again):

**Budget:** (estimate how much the following will cost)

printing 2 copies	
postage	
9" x 12" mailing env	
other	
<b>Total</b>	

**Schedule:** (Refer to the class schedule\* & sign up sheets\*\* to write in anticipated due dates)

*planning/doc specs	
*outline	
gathering info	
drawing up preliminary illustrations	
*electronic draft due date	
*paper draft due date	
**instructor conference date & time	@
designing the document	
revising	
preparing for the presentation	
final typing, illustrating, and proofing	
assembling document	
**presentation date	
<b>*final document</b>	

**Division of Labor** (Decide who will contribute what to your report. You may use checks for each category except content and research):

<b>Group Members</b>					
content—list topics this person will cover					
research—list types each person will do—print, internet, empirical					
letter, memo trans					
tables of cont, figs					
introduction					
tables/figures					
conclusion					
references list					
glossary					
editing					
outline typing					
draft typing					
final typing					
assembling doc					
revising, proofing					

