

# 149 Recommendation Report Document Specifications

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Fill in the following information.

**Title of Report:**

**Readers:**

- 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)

	Primary	Secondary
		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	
gathering info	
drawing up preliminary illustrations	
*draft due date	
revising	
final typing, illustrating, and proofing	
assembling document	
*final document	

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

Member Name					
topics this person will cover					
types of research each person will do—print, internet/ empirical					
letter, memo trans					
introduction					
tables/figures					
conclusion					
references list					
glossary					
editing					
draft typing					
final typing					
assembling doc					
revising, proofing					

**Style Sheet:** To distinguish among levels of headings, use at least four points size difference or some other clear distinction. Choose one of the serif fonts for the body text, and no more than 2 font families per document. For size, use no font smaller than 12 point.

Style	Font	Size	Indentation	Bold, regular, etc.
Headings, Level 1				
Headings, Level 2				
Headings, Level 3				

Body Text

**Outline/Summary Table:** Fill in the following to provide an overview of your planned report.

**Minimum Specifications:**

**Option 1:**

**Option 2:**

**Criterion 1:**

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**Criterion 2:**

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**Criterion 3:**

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Add other criteria as needed: