

Checklist for 149 Recommendation Report

I will look for the following items in your final drafts. You can find a copy of this list on my website.

Items Due

Turn in the following on the due date:

- two spiral bound copies of the report (one for me and one for your primary reader—final draft only)
- your yellow doc specs & outline with my comments tucked into the back of my copy, not bound in
- a mailing envelope (large enough for the report to lie flat—9" x 12" or so) with the primary reader's address and the specific return address of one group member (**note: do not seal the envelope**)
- postage for the primary reader's copy (get it weighed to save money, or use Priority Mail rate: \$4.05)

Letter of Transmittal

Your letter of transmittal will need the following:

- standard business letter format
- a one-page limit
- a brief introduction to the report
- a statement of the envelope contents
- any helpful information not in the report
- an explicit action for your reader to take
- a paperclip attaching the letter to the cover of the primary reader's copy
- a copy of the letter paperclipped behind the memo of transmittal on my copy
- team logo (name and symbol)

Memo of Transmittal

Your memo of transmittal may resemble the letter of transmittal fairly closely. You do not need a copy of it in the primary reader's copy. The memo will have

- standard memo format
- a one-page limit
- the same information as the letter of transmittal but tailored for me
- a paperclip attaching it to my copy of the report

Cover

The cover must include the following information:

- a title with key words and organizational markers
- the name and title of the primary reader
- the date
- the authors' names and titles
- spiral binding with plastic or heavy paper covers
- team logo

Title Page (same information as cover)

If you use a clear plastic cover, the cover will serve as the title page also. If you use an opaque cover, you will need to repeat the cover information on a separate title page.

Informational Abstract or Executive Summary

Include the following:

- a label (Informational Abstract or Executive Summary) on top
- the purpose of the report
- the scope (options and criteria lists)
- research methods (types of sources)
- definitions as needed
- paragraph form with appropriate headings and bullets
- attention to the reader's needs
- the abstract placed before the table of contents **OR** the executive summary placed after the list of tables and figures
- brief findings

Table of Contents

Make sure your table of contents has

- informational headings (include options and criteria levels)
- headings matched exactly with body headings
- page numbers
- ellipses
- a two-page limit
- a label (*Table of Contents* or *Contents*)

List of Tables and Figures (combined or in two lists)

Check for

- informational titles
- titles matched exactly with the titles in the body
- page numbers
- ellipses
- a label or labels
- placement directly after the table of contents

Introduction (not necessarily in this order; some items may overlap)

Include the following in your introduction:

- the topic
- the purpose or significance of your report
- the scope (plan or overview)
 - the minimum specifications
 - the options list
 - the criteria list with a description of what's best for each criterion
- appropriate headings and subheadings
- definitions and descriptions as needed
- history, theory, background as needed

- sources (research used)
- attention to reader's needs
- full paragraphs with bullets, visuals as needed

Body

The body will provide

- clear, complete, organized, logical, and consistent discussion of each option
- numerical/quantitative data collected into tables
- in-text citations for all borrowed facts, figures, and tables—use the APA format: (see appendixes in text)
- headings and subheadings (or table headings) matched identically with the criteria list in the introduction and the summary table in the conclusion
- as few abbreviations as possible
- direct quotes rarely, if ever, used
- full paragraphs with bullets and tables as needed

Tables and Figures

Each visual requires

- interpretation and summarization in the text
- a figure number and location reference in the text (ex: See Figure 2 below.)
- a figure or table number along with an informational title
- parts labeled as needed
- the source documented at the bottom of the visual
- placement as close as possible to the text reference
- placement and formatting consistent with other visuals

Document Design

Make sure your document has the following elements:

- headers and/or footers, justified right, indicating page contents (option level in the body)
- single spacing
- serif font for the body (a consistent style throughout)
- text printed on one side of the paper only
- 12 point Times or Times New Roman font for all text (headings can be larger)
- page numbers (justified right or centered at the bottom)
- headings clearly indicating hierarchical level and contents (don't forget high level headings for the introduction, body, and conclusion)
- text under every heading
- avoidance of underlining for highlighting
- consistent and effective use of design elements: fonts, rules, white space, and other formatting
- hyphens not used for bullets

Conclusions

Include the following in your conclusion:

- discussion of results/recommendations using effective logic (esp. no new criteria)
- a single, final choice (may also include a secondary recommendation)
- clear reasons for rejection of other options
- subheadings (criteria or options)
- an explicit action for your primary reader to take
- the summary table (filled in skeleton table from the detailed outline) included and referenced in the text

Back Matter

Back matter consists of the following:

- a glossary (if needed)
- the references list in APA format (always first after the glossary)
 - a minimum of four empirical sources (include interviews so you can annotate them: use the MLA format, see appendixes in text)
 - a minimum of two print sources
 - a minimum of two electronic sources
 - annotations for each source (the credentials of the author/source plus a brief summary of the information you obtained there)—see sample in box below
- any additional information you may want to include which does not fit appropriately in the body of the report

***REMINDER**

REREAD THE FOLLOWING BEFORE FINAL TYPING:

- Class notes and text readings on style
- “Trade and Grade” worksheets (on my website)
- “Assignment Corrections” handout (on my website)
- “Common Mechanics Issues in Tech Writing” handout (on my website)
- “Comments on Assignment Corrections”

