

149 Recommendation Report Document Specifications

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	
Total	

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	
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):

Group Members					
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					

