

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

Group Members	Sean Connery	Roger Moore	Timothy Dalton	George Lazenby
content (topics this person will cover)	Jaguar: horsepower & torque	Astin Martin: special features	Astin Martin: horsepower & torque	Astin Martin: special features
research (print, internet, empirical)	test driving, interviews	test driving, <i>Car & Driver</i>	test driving, consumer reports	test driving, epinions.com
letter, memo trans	X			
introduction		X		
tables/figures			X	X
conclusion		X		
references list	X			
editing			X	
draft typing				X
final typing	X			
assembling	X	X	X	X
revising,	X	X	X	X