

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

Group Members	Hillary Clinton	Albert Einstein	Marilyn vos Savant	Johnny Bravo
content	Gala apples, history of the apple-growing industry	Fuji apples, affects of weather on apple crops	Jonathan apples, vitamins in apples	Road apples, natural fertilizers
research	library, internet, interviews with growers	library, internet, interview with Ag. Sci. professor	library, internet, lab work with apple samples	library, internet, survey of local horse breeders
*front matter	table of contents	cover, title page	executive summary	letter & memo of transmittal
introduction	x			
tables/figures			x	
conclusion		x		
*back matter	works cited		glossary	
editing				x
copying/binding		x		
final typing				x
outline typing	x			
memos of transmittal		x		
draft typing			x	
revising, reviewing, proofing	x	x	x	x