

Recommendation Report

Due: [Insert Date]

Deliverables: [List documents that must be submitted]

Format: [Insert preferred file format for submission]

Submission: [Insert how and where to save file—for example, “On Canvas saved as Lastname_AdjustmentEmail.pdf”]

Value: [Insert point value or weight]

Description and Rationale

A recommendation report is a document that identifies a problem, researches the cause(s) and possible solutions to that problem, and poses recommendations. These kinds of reports are quite common in the workplace, especially if you or your organization works as a consultant.

Becoming familiar with the assembly of a full-scale recommendation report that includes all the front and back matter is an important skill that you will likely utilize throughout your career.

Assignment

For this assignment, you will work in a team to develop a full-scale recommendation report for an organization of your choosing that includes the following components:

- Letter of transmittal
- Cover page
- Table of contents
- List of Figures
- Body content
 - Introduction
 - Research Methods
 - Findings
 - Recommendations
- Schedule of Implementation (if applicable)
- Conclusion
- Appendices

To complete this project, your team will need to first identify an organization with a communication problem. Your task is to identify what the problem is, what is causing the problem, what kinds of research will help you best understand the problem and possible solutions, and what to recommend to the organization based on your research findings.

Format and Length: Because this is a full-scale formal report, which includes front and back matter, the page length will likely exceed ten pages. As is the case with all business communications, the document should be formatted in a professional font with effective margins, single-spaced, no indents, and double-spaced between paragraphs.

Write A Recommendation Report

Kathleen Armour



Write A Recommendation Report:

Essentials of Assessment Report Writing W. Joel Schneider, Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, 2018-08-24 The bestselling guide to reporting writing updated and reworked for today's practice Essentials of Assessment Report Writing offers effective solutions to the creation of reader friendly yet targeted psychological and educational assessment reports Parents clinicians clients and other readers need more than test by test descriptions they need an accessible analysis of the entire situation to determine their next steps This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills With a focus on current practice this new second edition covers DSM 5 updates and the latest assessment instruments including the WJ IV WISC V WAIS IV KTEA 3 and the CAS2 New discussion includes advice on tailoring the report to the audience and annotated case reports provide illustrative models of effective report styles interpretation and analysis Key concepts are highlighted for quick reference throughout and end of chapter questions help reinforce understanding Reporting styles vary widely within the field in both content and style there is no definitive standard but many reports fail to reflect best practices and therefore prove less than useful to the reader This book provides expert guidance throughout the reporting process to help practitioners provide high quality accessible reports Integrate assessment results to provide a person centered report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader's experience Provide an accurate informative and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication Because this report will be used to inform treatment intervention and ultimately the client's quality of life it is critical that it provides clear informative guidance in a way that readers can understand Essentials of Assessment Report Writing provides comprehensive guidelines for navigating through the report writing process

The IEEE Guide to Writing in the Engineering and Technical Fields David Kmiec, Bernadette Longo, 2017-09-13 Helps both engineers and students improve their writing skills by learning to analyze target audience tone and purpose in order to effectively write technical documents This book introduces students and practicing engineers to all the components of writing in the workplace It teaches readers how considerations of audience and purpose govern the structure of their documents within particular work settings The IEEE Guide to Writing in the Engineering and Technical Fields is broken up into two sections Writing in Engineering Organizations and What Can You Do With Writing The first section helps readers approach their writing in a logical and persuasive way as well as analyze their purpose for writing The second section demonstrates how to distinguish rhetorical situations and the generic forms to inform train persuade and collaborate The emergence of the global workplace has brought with it an increasingly important role for effective technical communication Engineers more often need to work in cross functional teams with people in different disciplines in different countries and in different parts of the world Engineers

must know how to communicate in a rapidly evolving global environment as both practitioners of global English and developers of technical documents Effective communication is critical in these settings The IEEE Guide to Writing in the Engineering and Technical Fields Addresses the increasing demand for technical writing courses geared toward engineers Allows readers to perfect their writing skills in order to present knowledge and ideas to clients government and general public Covers topics most important to the working engineer and includes sample documents Includes a companion website that offers engineering documents based on real projects The IEEE Guide to Engineering Communication is a handbook developed specifically for engineers and engineering students Using an argumentation framework the handbook presents information about forms of engineering communication in a clear and accessible format This book introduces both forms that are characteristic of the engineering workplace and principles of logic and rhetoric that underlie these forms As a result students and practicing engineers can improve their writing in any situation they encounter because they can use these principles to analyze audience purpose tone and form

Writing for Science and Engineering Heather

Silyn-Roberts,2013 Resumen Are you a post graduate student in Engineering Science or Technology who needs to know how to Prepare abstracts theses and journal papers Present your work orally Present a progress report to your funding body Would you like some guidance aimed specifically at your subject area This is the book for you a practical guide to all aspects of post graduate documentation for Engineering Science and Technology students which will prove indispensable to readers Writing for Science and Engineering will prove invaluable in all areas of research and writing due its clear concise style The practical advice contained within the pages alongside numerous examples to aid learning will make the preparation of documentation much easier for all students

Psychoeducational Assessment and Report Writing Stefan C.

Dombrowski,2014-11-10 This textbook provides in depth instruction for conducting psychoeducational assessments of children in grades K 12 and conveying results through detailed well written reports It takes readers step by step through the assessment process collecting data writing reports and communicating conclusions for students with conditions spanning the range of IDEA classifications such as autism learning disabilities emotional disturbances and conditions covered by Section 504 The book offers not only a broad understanding of assessment and communication skills but also of the ethical legal cultural and professional considerations that come with psychoeducational evaluation And its sample reports model clear well organized results accessible to parents and caregivers as well as teachers and colleagues Key areas of coverage include Assessment basics the testing environment and protocols interviewing and observation Report writing section by section from reason for referral to summary and recommendations Guidelines for oral reporting with case examples Special issues in psychoeducational assessment and report writing Sample psychoeducational reports using this framework Psychoeducational Assessment and Report Writing is an essential text for graduate students researchers professors and professionals in child and school psychology assessment testing and evaluation social work and psychological methods evaluation

Writing

Skills For Technical Purposes ,2006 In a world of rapid technological development people are constantly falling behind and becoming technological illiterates Technology companies are constantly struggling to find effective ways to help customers or potential customers understand the advantages or the operation of their new products Technical writing is a specialized structured way of writing where information is presented in a format and manner that best suits the cognitive and psychological needs of the readers so they can respond to a document Thus it is writing formatted and shaped to make reading as simple poignant unequivocal and enjoyable as possible It so happens that most technical writing positions are still primarily offered to those who can write effective end user manuals system design documents Web sites and the like for engineering and IT firms This book aims to teach students the skill of technical writing It is unique in that it gets to the point uses practical outlines throughout and actually shows students how to produce the most common technical documents step by step It employs a laid back approach that is focused on providing real world information in a straightforward and easy to understand manner Technical Communication Mike Markel,Michael H. Markel,2009-02-03 Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format **Report Writing** Carl Gilbert Gaum,Harold Frank Graves,1929

Effective Report Writing, for Business, Industry, and Government Norman B. Sigband,1960 **Professional Report Writing** Simon Mort,1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind **Managerial Communication** Geraldine E. Hynes,Jennifer R. Veltsos,2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today s workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book s strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology This is probably the best book on Managerial Communication in the market Astrid Sheil California State University San

Bernardino *Practical English Writing in Technical Communication* Tsze Sun Li, 2013-10 This book is the second in a series of two about developing proficiency in English business and technical communication University students and teachers in courses such as Technical Communication Advanced Business Communication and Practical English Writing will find this book instrumental to improving their understanding of or instruction in written English communication skills The book comprises six units 1 Employment Related Communication 2 Summaries 3 Definitions Descriptions Instructions Guides and Manuals 4 Proposals 5 Reports 6 Tenders Advertisements Brochures Questionnaires and Web Pages Each unit is organized with three components A Introduction of text type B Exemplars with notes and C Practice Tasks The Practice Tasks are designed in three forms 1 Fill in the Blank 2 Proofreading Editing and 3 Writing Suggested answers guides are appended in addition to text type feedback forms The total number of writing examples is 154 **How to Write it** Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail **Technical Communication with 2009 MLA and 2010 APA Updates** Mike Markel, 2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format [Next Steps](#) Barbara Bird, Doug Downs, I. Moriah McCracken, Jan Rieman, 2019-04-08 Next Steps New Directions for in Writing about Writing is the first collection of teacher and student voices on a writing pedagogy that puts expert knowledge at the center of the writing classroom More than forty contributors report on implementations of writing about writing pedagogies from the basic writing classroom to the graduate seminar in two year and four year schools and in small colleges and research universities around the United States and the world For more than ten years WAW approaches have been emerging in all these sites and scenes of college writing instruction and Next Steps offers an original look at the breadth of ways WAW pedagogy has been taken up by writing instructors and into an array of writing courses Organized by some of the key foci of WAW instruction writerly identity process and engagement the book takes readers into thick classroom descriptions as well as vignettes offering shorter takes on particular strategies The classroom descriptions are fleshed out in more personal ways by student vignettes reflections on encountering writing about writing in college writing classes As its theoretical basis Next Steps includes chapters on threshold concepts transfer of writing related learning and the history of WAW pedagogies As the first extensive look into WAW pedagogies across courses and institutions Next Steps is ideal for writing instructors looking for new approaches to college composition instruction or curious about what writing about writing pedagogy actually is for graduate

students in composition pedagogy and their faculty and for those researching composition pedagogy threshold concepts and learning transfer Contributors Linda Adler Kassner Olga Aksakalova Joy Arbor Matthew Bryan Shawn Casey Gabriel Cutrufello Jennifer deWinter Kristen di Gennaro Emma Gaier Christina Grant Gwen Hart Kimberly Hoover Rebecca Jackson Frances Johnson Elizabeth Kleinfeld Katie Jo LaRiviere Andrew Lucchesi Cat Mahaffey Michael Michaud Rebecca S Nowacek Andrew Ogilvie Sarah Read Rebecca Robinson Kevin Roozen Mysti Rudd Christian Smith Nichole Stack Samuel Stinson Hiroki Sugimoto Lisa Tremain Valerie Vera Megan Wallace Elizabeth Wardle Christy I Wenger Nancy Wilson Dominique Zino

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GMAT Analytical Writing: Solutions to the Real Argument Topics Vibrant Publishers, 2021-11-11 Are you able to identify the strengths and weaknesses of an argument Can you determine what additional information might make an argument easier to evaluate Can you create alternative plausible explanations for the claims in an argument Because analytical skills are important for a successful career in management the GMAT requires each test taker to complete the Analytical Writing Assessment a timed task that reveals the writer's analytical abilities and his or her ability in crafting a coherent evaluation of an argument The essays and prewriting activities in this book are intended to serve as models for the test taker to use when responding to practice arguments Use them as it is or to inspire yourself to create your own essays Either way practicing for the AWA will ensure the best score possible on the test GMAT Analytical Writing Solutions To The Real Argument Topics contains sixty sample Analyze an Argument essays along with the rubrics prompts and tips to use when writing your own essays The prewriting activities demonstrate how the writer selected a point of view and created evidence to use in developing the responses 60 solved Argument topics with strategies to be used as a benchmark Expert Strategies and simplified methods to produce focused responses Scoring Guides for Argument tasks as per the GMAT Guidelines About Test Prep Series The focus of the Test Prep Series is to make test preparation streamlined and fruitful for competitive exam aspirants Students preparing for the entrance exams now have access to the most comprehensive series of prep guides for GRE GMAT and SAT preparation All the books in this series are thoroughly researched frequently updated and packed with relevant content that has been prepared by authors with more than a decade of experience in the field

Essentials of Assessment Report Writing Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, Alan S. Kaufman, 2012-06-12 Instructive guide to preparing informative and accurate assessment reports for a variety of individuals and settings Assessment reports are central to the diagnostic process and are used to inform parents clients and clinicians among others about academic problems personality functioning neuropsychological strengths and weaknesses behavioral problems and the like Essentials of Assessment Report Writing provides handy quick reference information using the popular Essentials format for preparing effective assessment reports This book is designed to help busy mental health professionals quickly acquire the knowledge and skills they need to write effective psychological

assessment reports Each concise chapter features numerous callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as test questions that help you gauge and reinforce your grasp of the information covered This practical guide focuses on efficiently and effectively communicating referral and background information appearance and behavioral observations test results and interpretation summary and diagnostic impressions and treatment recommendations The authors provide examples of both good and bad case report writing and highlight ethical issues and topics relevant to presenting feedback Essentials of Assessment Report Writing is the only pocket reference illustrating how to prepare an effective assessment report

GMAT Analytical Writing: Solutions to the Real Argument Topics (Fourth Edition) Vibrant Publishers,2020-12-21 Are you able to identify the strengths and weaknesses of an argument Can you determine what additional information might make an argument easier to evaluate Can you create alternative plausible explanations for the claims in an argument Because these skills are important for a successful career in management the GMAT requires each test taker to complete the Analytical Writing Assessment a timed task that reveals the writers analytical abilities and his or her facility in crafting a coherent evaluation of an argument The essays and prewriting activities in this book are intended to serve as models for the test taker to use when responding to practice arguments Use them as is or to inspire yourself to create your own process Either way practicing for the AWA will ensure the best score possible on the test This book contains Sixty Sample Analyze an Argument essays along with the rubrics prompts and tips to use when writing your own essays The prewriting activities demonstrate how the writer selected a point of view and created evidence to use in developing the responses a 60 solved Argument topics with strategies to be used as a benchmark b Expert Strategies and simplified methods to produce focused responses c Scoring Guides for Argument tasks as per the GMAT Guidelines About Test Prep Series The focus of the Test Prep Series is to make test preparation streamlined and fruitful for competitive exam aspirants Students preparing for the entrance exams now have access to the most comprehensive series of prep guides for GRE GMAT and SAT preparation All the books in this series are thoroughly researched frequently updated and packed with relevant content These have been prepared by authors with more than 10 years of experience in the field The simple and well organized format of the books in this series makes studying more efficient and effective About Vibrant Publishers Vibrant Publishers is focused on presenting the best texts for learning about technology and business as well as books for test preparation Categories include programming operating systems and other texts focused on IT In addition a series of books helps professionals in their own disciplines learn the business skills needed in their professional growth Vibrant Publishers has a standardized test preparation series covering the GMAT GRE and SAT providing ample study and practice material in a simple and well organized format helping students get closer to their dream universities

Technical Writing Gordon H. Mills,John A. Walter,1986

A Guide to Writing as an Engineer David F. Beer,David A. McMurrey,2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves

reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer s career

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