Assignment 5: Recommendation Report

Value
This assignment is worth 20% of your final grade.

Background
As indicated in the textbook, a recommendation report follows a study or research into a particular problem (p. 221). For this assignment, you will be doing research into a particular area (topics provided below), and writing a recommendation report based on your findings. For more information, please see Chapter 9: “Reporting Technical Information,” beginning on page 221. Your report should be 10-12 pages (approximately 2000 words) and should include at least two scholarly research sources.

Instructions and Requirements
1. Your Recommendation Report will be based on the same topic you used for your Presentation assignment. Review this topic and make any necessary revisions or adjustments for this assignment.
2. Review the example recommendation report on the Library APA website and use this example as a template for your own assignment.
3. Develop your recommendation report with the following sections:
   a) title page in APA format (1 page)
   b) letter of transmittal (1 page)
   c) abstract in APA format (1 page)
   d) recommendations
   e) body of the report (the recommendations and body of the report should be 6-8 pages, including visual aids)
   f) references page in APA format (1 page)
   g) appendix in APA format (if needed)
4. Review the explanatory notes below for more specific information regarding individual sections of the recommendation report.

Explanatory Notes:

Title Page
The title page for this assignment is a standard, APA style title page. See the Clearly APA for specific directions.
Letter of Transmittal

The letter of transmittal will appear directly after the title page, yet before the abstract. A letter of transmittal is a letter written to the (imaginary) person who requested the research. The letter will follow general conventions for a letter. See the sample in the textbook or on the library website.

In terms of content, your letter should (in this order):

a) Describe what the question/problem was, what research was undertaken.

b) Communicate a summary of the conclusions and recommendations from the report. The conclusions and recommendations only need to be one sentence each.

c) Indicate any problems you encountered while doing the research and how you resolved them. This needs to be at least one paragraph long, but not longer than two paragraphs.

d) Thank those who helped you with the report. In your case, this may include peers or family members who edited your report. If nobody helped you, just pretend they did.

e) Point out additional research that is needed. Imagine that someone will continue to build on your research – what would they look for? Could they go in a different direction?

f) Thank the reader for the chance to do this research. Indicate the ways you found the work to be of benefit.

g) Offer to answer any questions the reader may have. Include your contact information (use your MyQuest email) so the reader can easily reach you.

Abstract

For the abstract for your assignment, follow the directions found in Clearly APA or on the library website. Your abstract will be much shorter than the one described in our textbook: the maximum length for your abstract should be 150 words. The abstract is a brief summary of the report: imagine that someone does not have the time to read the whole report, and instead, needs to grasp the problem, conclusions, and recommendations from the abstract. Outline the topic at the start of the abstract and indicate what the discussion is about. End the abstract by stating the recommendations.

Recommendations

The recommendations should come next, appearing on a separate page from the abstract. In this section, you will list the action items that you recommend to solve the problem(s) listed in the report. You need a minimum of 2 recommendations, but some topics may lend themselves to more than 2. After each recommendation, explain your rationale. The recommendations need to be fully discussed so that your reader (the one who issued the research) will know everything about the topic in order to make a decision based on your recommendations. Make sure that your recommendations are directly linked to the results and discussion in the body of the report.
Body of the Report

This section is the report itself. This is where you will present all of your research to explain what you see as the best solution(s) to the problem. There is no title for this section of the recommendation report. Instead, starting on the page following the recommendations, use headings, starting with Introduction, to organize the body section.

You need to include the following sections in the body:

a) **Introduction.** The word “Introduction” should be bolded and centered. In this section, provide a brief overview of the problem that initiated the report. Explain any background, or historical context to the topic. If there are technical terms or special language that the reader needs to know, explain them here. Be sure to convey to the reader the importance of finding a solution to the problem at hand. Even if your topic is widely known, you still need to think about educating readers who may not have heard of the topic. So, in a sense, you are educating the reader about the topic while also explaining the importance of finding a solution. The introduction section should be two or three paragraphs long.

b) **Literature Review.** Be sure to bold and center “Literature Review.” In this section, you need to provide one paragraph where you report on what has been written on the topic of your report. You can use quotes here, or you can summarize the ideas about the topic.

c) **Purpose.** This is one sentence where you outline the purpose of the report and the goal of the report. Be sure to bold and center “Purpose.”

d) **Methods.** In this section, you need to describe how you did research for this report. Your goal here is to show that you did a competent and thorough job of studying the problem and looking for a range of solutions. You want to provide your reader with information about how the study was conducted so they can determine that your work is of high quality. Aim for 1 paragraph. Make sure to bold and center “Methods.”

e) **Results.** This section summarizes the data and results. Some of the topics will lend themselves well for including graphs, tables, charts, and figures (from other sources) here. Others may want to focus on emphasizing statistics or numbers. This section may be long, if you are including graphs or tables, or it may only be one paragraph, if you are summarizing statistics and other numbers. Be sure to bold and center “Results.”

f) **Discussion.** This is where you discuss the results that you have provided in the previous section. Here, you want to explain the thinking behind the decisions you have made about solutions to the problem. You can highlight elements from the research that you see as the most important, but be sure to tell the reader why you think they are the most important. Then, you need to discuss the implications of your finding. Be specific about how your findings lead directly to the solutions you have highlighted in the recommendations. This section needs to be at least one page long, but no longer than two pages. Be sure to bold and center “Discussion.”
g) **Conclusions.** The final section of the body of the report presents your conclusions. Here you need to summarize the main points that you want readers to take away from the report. Do not introduce new ideas or material here. Instead, emphasize the results of what you have said elsewhere. You may present the conclusion as a bulleted or numbered list. It should be at least one paragraph long, but no longer than two paragraphs. Don’t forget to center and bold “Conclusions.”

**References**

The references section should be one separate page that follows the body section. It should follow the rules outlined in *Clearly APA* and on the library website. You must include at least two scholarly sources, both of which need to appear on the references page, formatted in APA 6th edition style.

**Appendix (if needed)**

The final section of the report, the appendix, will only be included if the topic lent itself to using data, questionnaires, or statistical analyses. If you used any of those, include these as the end of the report. Format the appendix according to the rules outlined in *Clearly APA* and on the library website. If you have more than one appendix, title the section “Appendices” and attach each data on separate sheets of paper.
# Marking Rubric for Assignment 5

## Content

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
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<tbody>
<tr>
<td>Report effectively addresses the issue and offers clear recommendations</td>
<td>/10</td>
</tr>
<tr>
<td>Research effectively integrated and supports recommendations</td>
<td>/10</td>
</tr>
<tr>
<td>Quality of letter of transmittal, abstract, introduction, and conclusion</td>
<td>/10</td>
</tr>
<tr>
<td>Organization is clear, easy to follow, and makes use of page design elements to enhance readability</td>
<td>/5</td>
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<tr>
<td>Report includes all necessary components</td>
<td>/5</td>
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</tbody>
</table>

## Format

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Format correct for technical documents</td>
<td>/5</td>
</tr>
<tr>
<td>Visuals contribute to usability and enhance/clarify information</td>
<td>/5</td>
</tr>
<tr>
<td>Quality of writing</td>
<td>/10</td>
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<tr>
<td>• Clear and concise</td>
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<tr>
<td>• Avoids wordiness, generalizations, colloquialisms, clichés, and jargon</td>
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<tr>
<td>• Diction and syntax appropriate for audience</td>
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<tr>
<td>Spelling, grammar, punctuation, proofreading</td>
<td>/5</td>
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<tr>
<td>APA formatting in report</td>
<td>/5</td>
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<tr>
<td>APA formatting in References page</td>
<td>/5</td>
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<tr>
<td>Correct length</td>
<td>/5</td>
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**Total** /80

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**Rubric notes** (double the numerical values for categories marked out of 10)

0 = does not meet expectations/missing
1 = meets minimum expectations
2 = needs improvement
3 = satisfactory
4 = good
5 = excellent