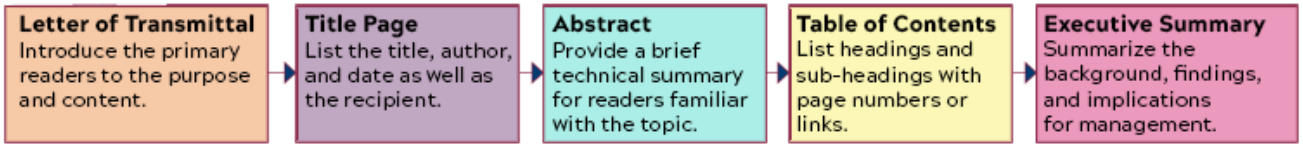
Tip Sheet: Recommendation Report

Page numbers refer to *Technical Communication*, 13th ed., by Markel & Selber.

Front Matter for Your Report

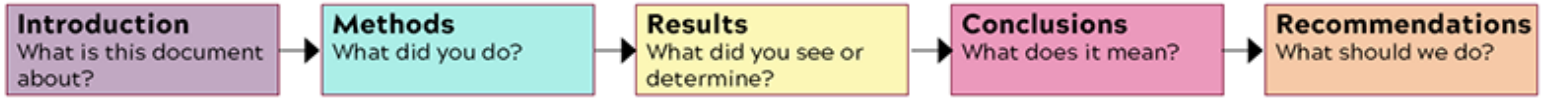
- Include all five of the items listed, in the order they are listed.



- Pay attention to the audience and purpose of each part of the front matter. The Letter of Transmittal, Abstract, and Executive Summary contain similar information but address different readers. The details and your approach change for each audience.
- Use detailed headings and subheadings in your Table of Contents. Compare your draft to the example in the Sample Recommendation Report to ensure you meet the expectations (on pp. 508, in Figure 18.8).
- Use the step-by-step instructions on these pages to write your front matter: Writing Your Letter of Transmittal, Writing Your Title Page, Writing Your Abstract, Creating Your Table of Contents, and Writing Your Executive Summary.

The Body of Your Report

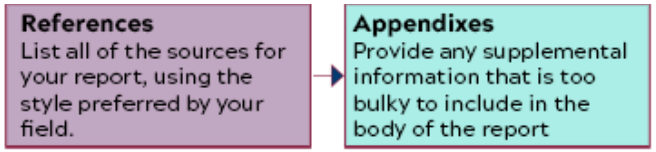
- Include all five of the sections listed, in the order they are listed. Do not combine or omit sections.



- Use the step-by-step instructions on these pages to write your body: Writing Your Introduction, Writing Your Methods Section, Writing Your Results Section, Writing Your Conclusions Section, and Writing Your Recommendations Section.
- See details in the textbook on pp. 492–494 for specific details on the information to include in each section. For additional help, consult the Sample Recommendation Report , on pp. 504–527.

Back Matter for Your Report

- Include both of these items in your Back Matter:



- List bibliographic citations for the outside resources that you use in your References section. Remember a hyperlink alone is not enough.
- Use the step-by-step instructions on these pages to write your back matter: Providing Your References, and Writing Your Appendixes.
- See “References” on pp. 502–503 and “Appendixes” on p. 503 for help on what to include.

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