

Recommendation Report

Due: [Insert Date]

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Format: [Insert preferred file format for submission]

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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.

Sample Of Recommendation Report

Albert A Gayle



Sample Of Recommendation Report:

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