

Some Guidelines for Recommendations and Feasibility Reports

Recommendations reports offer suggestions about what someone should do next.

Feasibility report is a type of Recommendations report; it answers questions of possibility, of economic wisdom, and perception.

For all reports, chief among your concerns as a writer are:

Audience, purpose, subject.

Because of the importance of the above, you are not wedded to the headings/sub-headings for all reports in your book. They will vary, depending on your audience, purpose, and subject.

Elements of a typical recommendations or feasibility report: see page 520.

Front matter: (page 523)

Among the items in your front matter are:

Abstract instructions: **informative** abstract

Table of content: page 527

Body: (Your “Body” will have *at least* these sections, usually named as such)

Introduction (covering all journalistic questions)

What is the subject – “what”

What is the purpose – “what/why”

What has already been done --

Background information --

Your sources, general overview – “when/why”

Significant findings – “when/why”

Scope of your report

What are your recommendations?

Organization, general outline

Key terms

Methods (Materials and Methods)

“What did you do”? Uniqueness of your project. Why you did what you did in the way that you did it?

Results

What did you see? Based on your research, what have you found? Identify the implications. The “results” might have several uniquely named subsections.

Recommendation (and if pertinent: the feasibility of considered options weighed against each other)

What should we do? What should be done?

Conclusion

Back matter:

See book’s guidelines for back matter contents