

Double-space the document, and hit Enter twice here (i.e. leave two empty double-spaced lines).



TITLE: SUBTITLE

By

Author's Name

Major, Semester Standing, Affiliation

Your affiliation is ISU.



For example, Junior 1



December 1, 2016

Hit Enter four times (i.e. leave three empty double-spaced lines).



Submitted to

Ms. Singleton, English Instructor

English 305T – Technical Writing

Hit Enter four times (i.e. leave three empty double-spaced lines).



Written for

(Specify the group of on-the-job professionals to whom you are writing)

Hold the Control button, and hit Enter once to add a page break and start the Table of Contents on the next page.



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Remember that the only section of the report that must be subdivided is the Discussion section. If you choose not to subdivide your Introduction and Conclusion into subsections, just be sure to divide those sections into logical paragraphs.

Also, remember that the subsections presented here (Components, Implementation Instructions, etc.) are just general suggestions. You should subdivide the Discussion section in whatever way you see fit. Just be sure to use subheadings to guide the reader through the discussion and to include the required basic, technical section as well as the benefits section.

LIST OF ILLUSTRATIONS

Figure 1: Title 3

ABSTRACT

Your abstract should begin with a sentence that summarizes the abstract's content and presents your recommendation (i.e., this group of professionals should complete this action). Within the abstract, you need to be sure to identify the problem or current situation to which you are responding and the relevance of your report. Also, be sure to summarize all of the major points of the long report in the abstract to provide a complete overview of the report. Limit the abstract to one paragraph of rough 200 words.

INTRODUCTION

Problem

The text of the report (starting with the Introduction section) should begin on a new page. You should also begin paginating the text of the report with Arabic numerals (1, 2, etc.) and list this page as page 1. Remember that you do not have to subdivide the Introduction and Conclusion sections, but if you do, be sure to label them with clear and consistent subheadings.

Also, remember that the text of the report should be 7-9 double-spaced pages long. This length requirement does not include the Front Matter (Letter of Transmittal, Title Page, Table of Contents, List of Illustrations, and Abstract) or the Back Matter (Works Cited page and Works Consulted page).

History of the Solution

Recommendations

DISCUSSION

Components

Remember that the Discussion, Conclusion, and Recommendations sections should not start on new pages. Just leave one empty line of space at the end of the section, and insert the heading as

you see here. Also, keep in mind that the subsections listed here are very general. You can include whatever subsections you need to convince the audience that your solution is the most viable solution to the problem you have identified. However, remember that one of these sections needs to discuss the basic technical aspects of the solution so that the readers have a clear understanding of what your solution is and how it would work if they implemented it in their workplace. When you label the subsections of the Discussion, you should adjust the general headings presented here or develop your own headings to let the reader know what each section includes.

Implementation Instructions

Feasibility Considerations

Analysis of Alternative Solution

Benefits and Positive Consequences

Remember that no matter what your topic is or what other subsections you choose to cover in the Discussion section, you are required to include a Benefits and/or Positive Consequences section within the Discussion section. In this portion of the report, you should explain what positive outcomes will occur for the group of professionals to whom you are writing, their clients, their company, or the community as a whole if the solution is enacted.

CONCLUSION

Summary

Future Advancements

This section is not required because some topics will not have future advancements that will be made possible if the recommended solution is enacted

RECOMMENDATIONS

In this section, you need to restate the action you would like your audience (the group of on-the-job professionals) to take to solve the problem you've identified. You should also follow the model in your textbook (SWW p. 378) and provide a brief list of steps your audience should follow to implement or carry out your solution. You don't have to list as many steps as are provided in the textbook example; including 2-4 steps will be sufficient.

WORKS CITED

Be sure to follow the formatting conventions for either MLA or APA format when setting up this page and to include only those sources that are cited within the report. If you choose to use APA format, you should title the page with the word References.

WORKS CONSULTED

Remember that this page is optional. However, if you do choose to include it, be sure to follow the formatting conventions for either MLA or APA format when setting it up.