

## Assignment 4 – Recommendation Report

### Overview

Students will compose complete recommendation reports.

### Learning Objectives Met

Upon successful completion of this module, students should be able to

- identify and utilize appropriate audience and purpose considerations when composing (CO4),
- identify and utilize strategies for persuasive writing (CO1), and
- compose complete recommendation reports (CO3).

### Assignment Details

For this assignment, you will write a recommendation report about one of the following topics:

- Recommend to high school students that they take a year off between graduating from high school and starting college or university.
- Recommend to high school students that they do NOT take off time between graduating from high school and starting college or university.
- Recommend to high school seniors or college freshman a career in the field you are currently in or are pursuing.
- Recommend to your employer a 4 day work week.
- Recommend an internship for your academic department to consider for its majors. Do not forget to include the following: student eligibility for the internship, when the student can apply for internship, business/community partners for internship, benefits of internship, etc.
- Recommend to an academic department that major-specific/career-specific volunteer work/community service be a requirement for a degree.

For this assignment you will not need all of the sections typically found in a recommendation report as listed on page 478 of your textbook. Instead, I would like your report to include the following:

1. Title Page (page 481)
2. Introduction (page 479) – be sure to include information about your qualifications for writing such a proposal. What expertise and/or experience do you have that make you qualified to present such a proposal.
3. Criteria – use criteria instead of methods. In this section, define/describe for your audience the criteria you used. (pages 473-476)
4. Results (pages 479-480)
5. Conclusions (page 480)
6. Recommendations (page 480)
7. Glossary – if necessary (pages 486-488)
8. References – reports of this nature are more substantial and effective when supported by research, data, etc. **For this assignment, you must include at least 3 references to substantiate your recommendation.** The sources you use must be included in this section. (page 488) *This assignment will be screened carefully for plagiarism.*

I strongly recommend you make use of the material in Chapter 8 of your textbook – particularly pages 173-189 – when crafting your persuasive recommendation.

Full technical requirements:

- The recommendation report (between all sections) should be around 1500 words.

- The criteria section should include at least 5 criteria that you used to choose to filter your recommendation.
- The recommendation report should be attuned to a specific purpose and audience.
- The recommendation report should utilize standard English grammar and usage.
- The recommendation report should be appropriately persuasive.
- The recommendation should utilize logic and your specific criteria to recommend a single course of action.