Recommendation Report Assignment

RECOMMEND

Your Role in This Project

You're part of a professional team on a technical communication project. Traci is your manager in this fictional workplace scenario.

You and your group will write a recommendation report that explains how to improve the usability, document design, and accessibility of your client's website.

Why This Project Matters

This assignment helps you:
- Make research-based recommendations.
- Write for real audiences with real needs.
- Collaborate on document design.
- Practice accessible & ethical communication.

Know Your Audience

Write your report for your client and their employees to use as they decide whether to accept your recommendations.

Use a respectful, professional tone that's appropriate for external workplace communication.

What to Include

Front Matter

Letter of Transmittal: One-page letter or memo with full overview

Title Page: Report Title, Prepared for, & Prepared by

Table of Contents: All headings & subheadings & page numbers

Abstract: Summarizes technical details and key findings

Executive Summary: Summarizes full details for management

Body

Introduction: Explains the purpose, scope, and background

Methods: Describes research and data collection

Results: Presents factual research findings without interpretation

Conclusions: Explains the meaning & implications of the results

Recommendations: Suggests actions based on the conclusions

Back Matter

References: Lists all sources cited, using a consistent style

Appendices: Includes detailed data or supporting materials

Success Tips

- Coordinate for consistent phrasing & format
- Use informative headings, subheadings, & lists
- Include examples from your group's website
- Add visuals like charts, tables, & screenshots
- Cite your sources clearly and accurately

How You'll Be Graded

See the rubric on the assignment page for full criteria. You will receive an **individual** grade for the collection. Check the assignment page for details on assignment dates.

COMPLETE