Comments

Letter of introduction:

* Make sure you include a findings paragraph, especially because your first recommendation is for the family to not adopt (you had reasons for this recommendation so you should have information which goes into the findings paragraph).

Title page:

* This page should not have page numbering on it.

Table of Contents:

* Review your book’s example to see what goes in this area. For example, the Letter of Transmittal, Title Page, and Table of Contents entries do not belong here.
* Your book shows the Table of Contents without page numbers so you should remove the page number. If you want to include page numbers, the Table of Contents page numbering usually starts with lower case roman numerals (i, ii, etc.).

Executive Summary:

* Page numbering starts at page 1.
* Make sure you include a findings paragraph
* Make sure you include your recommendation(s)

Introduction:

* Missing the background information from the scenario (See your book’s example for the “Currently, ….” paragraph)
* Make sure you include your formal statement of the task to perform including listing your tasks you did for this effort.
* Make sure you include a findings paragraph
* Make sure you include your recommendation(s)
* Make sure you include the advanced organizer for the rest of the report

Research Methods

* Since the whole goal of the report is to give the family a recommendation, suggest changing your task 5 to be closer to what the book’s example 6 is: Analyze our data and prepare this recommendation report.
* Research Methods section explains the “What did you do” for each task. Your results of this task belong in the Results section. For example, for your task 1, given your title you should have information here on what you did to acquire this understanding. For example, you might discuss your meeting with the family you had on <date> where you discussed their requirements.
* Make sure you list all your tasks and discuss the “what did you do” for each of them.

Results

* Results section explains the “What did you find” for each task. For example, for your task 1, given your title you should have information here on what you found when you met with the family to acquire this understanding.
* Make sure you discuss the “what did you find” for each of your tasks (other than the create this report task – this whole report is what you found out from that task).

Conclusions

* Not sure the conclusions section is correct. The conclusion section should explain what the data mean, not your recommendation.

References

* Change Works Cited to References to match the required recommendation report sections.