**July 19, 2023**

Abstract:

* Descriptive Abstract:
  + Describe structure of document
  + ~100 words
* Informative Abstract:
  + Describe content of document
  + ~200 words
* Executive Summary:
  + Used with large reports.
  + Report can be read on its own.
  + 10% of full report
  + Write as if you’re writing to an executive.
  + Covers costs.
  + Due Monday, July 31 (no late penalties lol)

Form and Style:

* Check powerpoint slides
* Recommendation Report at Home and Letter Proposal done in class.
* One for the recommendation report, schedule and proposal
* Printed, hand in hard copy.
* No header and footnotes (page number only in footnote)
* Font: any except script, bold, italics, small caps
* Letter size: 12
* Spacing: double space (except table of contents, list of figures,

Layout:

Front Matter:

A report …

By: Name

ID

Title

Table Of Contents:

* Numbers on the right is paginated to right

Table Of Contents

List of ……….

1. INTRO …………
   1. Purpose
   2. Background
      1. ….
      2. …..
   3. Scope

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List of Figures:

List of Figures

Figure 1 Title 1

Figure 2 Title 4

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List of Tables:

List of Tables

Table 1 Title 1

Table 2 Title 4

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Introduction:

Poor Insulation Text [2]

Back Text [1]

Purpose Text

Introduction Text

1. INTRODUCTION
   1. Purpose
   2. Back
      1. Poor Insulation

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Figure

Figure 1 Title [3]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum (Figure 1).