

Assignment #1

Write a one page single-spaced executive summary on your research using the BLUF style. Imagine I'm your new boss and my job is to ensure you complete your project on time and that it is done well. You need to introduce me to all aspects of your work in a concise manner.

Things you may want to address:

- What is your research topic/question/hypotheses
- Why it's important both substantively and scientifically. What are the implications of your research and how does it fit into existing literature?
- Research design and methods
- Data type, sources, etc.
- Remaining tasks
- Any preliminary findings

11pt Calibri with 1-inch margins (default Microsoft word format).

Place citations in endnotes on a second page, style is unimportant.

Include your outline.

Some general advice:

- Don't spend time trying to polish your outline for my sake.
- Don't try to create an outline retroactively
- Write until you feel like the assignment is complete, then edit down for length. Your initial draft should be significantly longer than one page.