
REPORT

TO: WHOM IT MAY CONCERN

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SUBJECT: TITLE FOR THE REPORT

DATE: YYYY-MM-DD

PURPOSE

- In 250 words or less describe the problem, your method, and your results.

DESCRIBING THE PROBLEM

- What are the issues?
- Why is the problem area important?
- What are the challenges that must be addressed?

MODELING THE PROBLEM

- What previous thinking exists?
- Why did you use such approaches?
- What are the strengths and limitations of the work of others?
- What supports your own arguments and highlights your own work and contributions?

STUDYING (SOMETHING)

- What are your research questions?
- How do you go about answering the research questions?
- What do you propose doing?
- How was your data collected?
- Is your methodology a new or creative approach to the problem?

RESULTS OF THE STUDY

- What does your study show?

CONCLUSIONS ON THE STUDY

- What are the implications of your results?

- Are there any limitations in your analysis?
- Are there any clear extensions that should build upon your study?
- What other questions has your study provoked?