

Copilot Prompt to Check Your Recommendation Report

I am writing a recommendation report with my group. I am uploading my draft. Please help me check for the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria.

Our project is a document in report format created in a word processor.

Our project focuses on a website that discusses a technical topic.

The front matter of our project includes the following, in this order: letter or memo of transmittal, title page with a specific title, abstract, detailed table of contents, list of figures and tables, and executive summary.

The letter or memo of transmittal can be in letter format or in memo format. If it is in letter format, it includes a return address and date, an inside address, a salutation that greets a specific person, and a signature block. If it is in memo format, it includes the document title "Memo" and all memo headers (To:, From: Subject: and Date). If in memo format, it uses a clear and specific subject line, and it does not include elements of other kinds of correspondence (such as an opening greeting like "Dear" or closing block like "Yours truly" and a signature). focuses on the big picture so that the reader has all the basic information needed to determine whether to read the full report.

The title page includes a specific title, information on whom the report has been prepared for, and who has prepared the report. The report title clearly indicates the subject and scope of our group's report.

The abstract summarizes the Recommendation Report, in approximately 200 words or less. It addresses readers who are familiar with the technical subject involved in the report.

The table of contents includes all section headings and subheadings from the front matter, body, and back matter. It includes page numbers for each item.

The front matter includes a list of figures and tables if there are more than three figures and/or tables included in the report. It includes the specific name of each figure and table and the page that each appears on.

The executive summary summarizes the background, findings, implications, and recommendations of our report for management, giving them the details they will need to implement the recommendations.

The body of our project includes the following in this order: introduction, methods, results, conclusions, and recommendations.

The introduction section provides an overview of the report that follows. It contains context, background, and forecasts the conclusions and recommendations.

The methods section explains how we conducted our research. It explains exactly what we did to gather the information in the report. The methods section does not discuss what we found out.

The results section describes what we found when we conducted research.

The conclusions section tells readers what your research data means. It discusses the implications of our findings and explains how our interpretation can influence how to proceed based on our research.

The recommendations section tells your readers what they should do. In this section, you discuss the options that your research and conclusions suggest and explain how the readers should proceed as a result.

The back matter of our project includes the following, in this order: references or documentation, and appendices, including, for example, items such as raw data that was gathered, survey questions and any other relevant materials.

The references or documentation includes citations for all sources used in the report, using a consistent bibliographic format.

The appendices each begin on a new page and include a specific title in addition to the appendix label. The labels use alphabet letters (e.g., Appendix A, Appendix B). If there is only one appendix, the alphabet letter is not included.

Our project uses professional design and formatting so that it makes a good first impression as a polished, professional document. The report includes page numbers.

The report uses headings, subheadings, and other text features to make information easy for readers to find and read. The headings and subheadings are specific to the document. They are not general headings such as Introduction.

Our project uses well-integrated and well-designed visuals to clarify the information. Each visual element has a label with its name. The text in the document refers specifically to the visual by name. The visual is inserted in the document near its mention in the text.

Our project is original, written by our group, not copied or rephrased from another source.