Brainstorming Details for Your Intro

**Instructions:** Answer each of the questions below as well as you can. Focus on information and details. For now, don’t worry about writing pretty sentences. You can use lists and short notes.

**1. What is the subject of the report?** If the report follows a proposal and a progress report, you can probably copy this information from one of those documents, modifying it as necessary. Reusing this information is efficient and ethical.

**2. What is the purpose of the report?** The purpose of the report (the recommendation report you are writing) is not the purpose of the project (the kind of writing you are examining). The purpose of the report is to explain a project from beginning (identifying a problem or an opportunity) to end (presenting recommendations).

**3. What is the background of the report?** Include this information, even if you have presented it before; some of your readers might not have read your previous documents or might have forgotten them.

**4. What are your sources of information?** Briefly describe your primary and secondary research, to prepare your readers for a more detailed discussion of your sources in subsequent sections of the report.

**5. What is the scope of the report?** Indicate the topics you are including, as well as those you are not.

**6. What are the most significant findings?** Summarize the most significant findings of the project.

**7. What are your recommendations?** In a short report containing a few simple recommendations, include those recommendations in the introduction. In a lengthy report containing many complex recommendations, briefly summarize them in the introduction, then refer readers to the more detailed discussion in the recommendations section.

**8. What is the organization of the report?** Indicate your organizational pattern so that readers can understand where you are going and why.

**9. What key terms are you using in the report?** The introduction is an appropriate place to define new terms. If you need to define many terms, place the definitions in a glossary and refer readers to it in the introduction.