Sample Recommendation Report Outline

This outline was composed by a group of students in Traci’s Fall 2023 Technical Writing course and revised by Traci as an example for future Technical Writing courses.

# Improving VT4Help’s VPN Installation & Setup Documentation

1. Front Matter
   1. Letter of Transmittal
   2. Abstract
   3. Table of Contents
   4. List of Figures
   5. Executive Summary
2. Body
   1. Introduction
   2. Methodology
      * 1. Enhancing Clarity and Usability through Headers and CRAP Guidelines
        2. Analyzing the Use of Lists
        3. Analyzing the Use of Visuals
        4. Calculating Readability Score
   3. Results
3. Enhancing Clarity and Usability through Headers and CRAP Guidelines
4. Analyzing the Use of Lists
5. Analyzing the Use of Visuals
6. Calculating Readability Score
   1. Conclusions
   2. Recommendations
      1. Revise the Document to Adhere to CRAP Guidelines
      2. Simplify and Contextualize Lists
      3. Improve the Use of Visuals
      4. Simplify Plain Language to Improve Readability Metrics
7. Back Matter
   1. References
   2. Appendix