

Explain in detail your document's development from planning to finish, describing your challenges, how you overcame them, and what you learned.

Planning

In the planning stages, I spent a chunk of time brainstorming what ideas I could explore further. I decided the best course of action would be writing a recommendation report for a cactus company that would recommend a new cactus product to sell on the website. This would allow me to develop my ideas in a proper format to fulfill the requirements of the project. I also wanted to include a very simple color scheme that didn't really stand out beyond the headers separating content. My layout for this project followed the original guidelines with sub headers that organized the points within my topics. I also decided on font choices that were different depending on whether they were headers or body content.

First Draft

The first draft of my recommendation report required me to come up with a suitable header for the project. This initially was an issue because I had to have an idea that made logistical sense. Once I created a believable header, the next step was making sure my content was in line with the guidelines. Everything else fell into place with most of my information being derived from the website and its policies itself. I found a cactus that wasn't already offered and used that as the basis for my report. Keeping my style consistent was the only thing I had to work on for the first draft of this report.

Second Draft

In the second draft, I had expected fixes for grammar in my paper. Sometimes I don't review my papers enough as I should, this would probably iron out pretty simple errors that are evident in my work. Besides that, there weren't many other things to fix. I was able to learn the proper formatting techniques that make my content stand out and differ from the rest of my paper. This is crucial to help the reader decipher which parts are of higher importance and pertain the most to the theme of the paper. The color scheme for this paper also remained similar to my previous work, a simple yet effective combination.

Final Draft

My final draft just included several small layout changes. Besides the expected misplaced comma or two, I changed my paper to block style. This allowed my content to remain more format consistent. I also made small touch ups to the space between my headers, as this was recommended to me. The last change I made to my report was keeping the recommendation aspect straightforward. Instead of adding information before the steps, I included the steps right away. This made my report more readable and easy to understand exactly what needs to be done.