

Report Types

Proposal

In a proposal, you make an offer and then try to persuade your readers to accept it.

- A. **Introduction:** tells what the communication is about; i.e., briefly state your proposal
- B. **Problem:** Outlines why the proposed project is needed
- C. **Objectives:** Describes what features a solution will need to have in order for it to be successful.
Solution: Describes what the end-result of your work will look like.
- E. **Method:** Describes how you will go about developing the solution
- F. **Resources-** What facilities or equipment you have that will help you to complete the development
- G. **Qualifications:** What qualities will make you a better choice to carry out this plan than someone else
- H. **Management:** Outline of how you plan to manage the development of the solution
- I. **Cost:** What it's going to cost your readers

Empirical Research Report

In empirical research, investigators gather information through carefully planned, systematic measurements or observations. The resulting report will help your readers to make practical decisions.

- A. **Introduction:** Explains why the research is important to your readers.
- B. **Objectives:** List what you were trying to find out
- C. **Method:** Describe how you went about finding your information
This section also seeks to persuade readers that your research methods were sound.
- D. **Facts:** What results did your research produce?
- E. **Discussion:** How do you interpret these results?
- F. **Conclusion:** What do the results mean to your audience?

- G. **Recommendations:** What should your readers do with the information you've presented them?

Feasibility Report

A feasibility report is an evaluation of the practicality and desirability of pursuing some course of action. Feasibility reports are written to help your reader choose between one or more courses of action.

- A. **Introduction:** States the problem and alternatives, and answers the question- "Why is it important for the reader to consider these alternatives?"
- B. **Criteria:** Standards you apply to evaluate the alternative course of action you are considering.
- C. **Method:** How you intend to come up with the relevant facts
- D. **Overview of alternatives:** describe your alternatives in detail
- E. **Evaluation:** How do your alternatives stand up to your criteria?
- F. **Conclusions:** What overall conclusions do you draw from the alternatives?
- G. **Recommendations:** What should your reader do about your conclusions?