

LC-1114 ASSIGNMENT 4: Recommendation report (Instruction)

- Topic: Recommendation
 - Pattern: Problem solution, extended definition
 - Audience: Decision-makers, non-expert
 - Length: 500-600 words
 - Graded Final version: 0-5 (weight 20%). See grading rubric in MyCourses
1. Write the final version of your text recommending a solution to a problem that has been detected in the current practices of your client.
 2. Merge your earlier texts (introduction paragraph and extended definition) into one complete recommendation report and add the conclusion paragraph (about 50-80 words).
 3. Use the content from the previous assignments, but you can still modify, clarify and reorganise the report in any way necessary in order to create a coherent, reader-friendly recommendation report (but remember to maintain all the required elements and organisational patterns!).
 4. Apply all the principles of reader-friendly formal writing that you have learned during this course.
 5. Remember to provide appropriate in-text references throughout the report in addition to including a list of references at the end of the text. Follow the conventions of your field of study!

INTRODUCTION (problem-solution)

- Length: 150-200 words
- The introduction is one paragraph where you provide the following information:

Situation

- Provide wider context and relevance of topic
- Name your client to whom you are addressing this recommendation -> If you do not clearly mention the client (one company, association or similar), this will lead to deduct your points
- Explain the client's present situation or current practices.

Problem

- State what is lacking/needed/unsatisfactory in their current situation?

Solution

- Name the solution that you recommend and link it to the identified problem or need.

Evaluation

- Name the main benefit that justifies the new solution.

BODY (extended definition)

- Length: about 300 words
- The body section defines the recommended solution in terms of 3-4 key properties.
- Sentence definition: Define the proposed solution in one sentence.
- Extend the sentence definition: Describe the solution based on 3-4 types of defining information (amplification methods)

CONCLUSION

- Length: about 50-80 words, one paragraph
- The conclusion paragraph should
 - (R)estate the recommendation
 - Explicitly link the solution back to the client's original problem or need
 - Summarize your main argument(s) to justify the recommendation
 - Be brief and to the point
 - Synthesize the key ideas using different language
 - Do not provide any new information!

LIST OF SOURCES

- you have used and in-text references to the sources