



## Assignment 2: Report Introduction

This text will form the **introductory paragraph** of a *feasibility report* in which you propose a solution to a need or problem that you have identified in the current practices, products or services of your *client/audience*. The *problem* can be a weakness in design, function or implementation. The *client* can be any potential user of this *solution*, such as decision makers of a municipality or institution, company representatives or an international organisation. Use the **problem-solution template** below to effectively structure the introduction to your recommendation report and to clearly orient your reader to its relevance.

**Pattern of organisation:** problem-solution

**Topic:** ONE of the *problems/needs* and its *solution* from the Pre-course task

**Audience:** senior management

**Length:** 200-250 words

### Content

1. **Situation** (wider context and relevance)
  - Describe importance/relevance of topic to audience (= client!)
  - State current context (description of the client and its practices)
2. **Problem**
  - Explain what is lacking/needed/unsatisfactory (“However, ...”)
3. **Solution**
  - State the proposed solution that would overcome the problem
4. **Evaluation**
  - Briefly state the main advantage of this solution to justify your recommendation
5. **Purpose of report**
  - state the **purpose** of the report (“This report <verb> ...”)
6. **References**
  - include a **list of references to sources** that you have used to find the information.