INTRODUCTION

This section introduces the project, including the problem or situation, background, and research aims. This section also often states the final recommendations and explains the structure of the report.

METHODS

This brief intro should cover the general aim of any research-based tasks mentioned in the proposal. This section can also touch on any revisions made to the tasks while the research was in progress.

Task 1: Title of Task
Description of how Task 1 was conducted.

Task 2: Title of Task
Description of how Task 2 was conducted.

Task X: Title of Task
Repeat until the methods for research-based tasks have been covered.

RESULTS

This section identifies the major findings from each research-based task. In this report format, the results are separated by task, the same as they are in the Methods section.

Task 1: Title of Task
Description of the results gathered from Task 1.

Task 2: Title of Task
Description of the results gathered from Task 2.

Task 3: Title of Task
Repeat description of results until all research-based tasks have been covered.

CONCLUSIONS

This section showcases the analysis of the data you collected from each of your research-based tasks. Unlike the Methods and Results sections, this section is separated into individual "conclusions," or major takeaways that you have determined as a result of your research. Conclusions may be formed on the basis of research from one, two, or even several tasks. Your conclusions should clearly show a bridge between the findings in the Results section to the recommendations in the next section.

Descriptive Sentence or Phrase for First Conclusion
Analysis and explanation of how the first conclusion was drawn.

Descriptive Sentence or Phrase for Second Conclusion
Analysis and explanation of how the second conclusion was drawn.

Descriptive Sentence or Phrase for X Conclusion
Repeat structure for all conclusions. There are no minimum or maximum number of conclusions required.

RECOMMENDATION(S)

This final section states any recommendations that the writer(s) of the report have for the recipients. What the recommendations look like will vary based on the project.

If you are offering one recommendation, provide the recommendation and explain the rationale behind it in 1-2 paragraphs.

If you are offering more than one option or recommendation, consider including a Level 2 heading that states the recommendation in a sentence or phrase, and then explain the rationale behind the recommendation in 1-2 paragraphs.

REFERENCES

Bibliographic citations for all items explicitly mentioned in the text are included here. In APA, personal surveys and interviews are only included in the text and are thus not included in the References list.

Figure 20.13. Template for ENGL 210 Recommendation Report.[1]