



Gathering Information

FORMAL REPORT

FORMAL ANALYTICAL REPORT

(Instructions on how to write the formal report)

COVER PAGE

Formal reports always include a cover page. (see sample report)

TABLE OF CONTENTS

Include a table of contents as its own separate page.

INTRODUCTION (Single space with double space between paragraphs. Use 1" margins.)

Use two or three paragraphs to introduce your topic. Present the items you are going to compare. Explain your goals including 1) a statement of purpose; 2) background information; and 3) your set parameters. Discuss the background information including questions you are going to answer during the course of your research.

SOURCES AND METHODS OF DATA COLLECTION

Use between 1 and 2 pages to describe the primary and secondary data sources. In this step you will go through the 7-step search strategy listing - - from most important to least important - - where you located the information used to make your final recommendation. Please be sure to note the name of any significant articles/magazines/books/Web sites/etc. that had a big impact on your final decision. Be sure to include the names, titles and quotes from your expert interview here as well. State why the expert interviews are experts - - give their credentials.

FINDINGS AND ANALYSIS

Use three or four paragraphs to summarize your findings and analysis. Include an outline of the appendixes you will include with your report to support your findings and analysis. The appendixes will be the survey, tables, graphs and charts you will create based on your research findings, i.e. the results of answers to set parameters, surveys and statistical information gathered. Must include a minimum of 10 appendixes. Use at least one of each: pie chart, bar chart, graph, table, survey, tallied survey results, survey analysis, and photograph or graphic.

Table of Appendixes: (This is an example)

1. Appendix A - Title of Appendix A (This one might be your survey)
2. Appendix B - Title of Appendix B (This one might be the “tallied” survey results)
3. Appendix C - Title of Appendix C (This one might be the analysis of your survey)
4. Appendix D - Title of Appendix D (This one might be a pie chart based on survey)
5. Appendix E - Title of Appendix E (This one might be a bar chart based on survey)
6. Appendix F - Title of Appendix F (This one might be a bar chart based on survey)
7. Appendix G - Title of Appendix G (This one might be a graph based on survey)
8. Appendix H - Title of Appendix H (This one might be a table based on research)
9. Appendix I - Title of Appendix I (This one might be a table based on research)
10. Appendix J - Title of Appendix J (This one might be a photograph or graphic)

RECOMMENDATIONS/CONCLUSION

Use three to four paragraphs to sum up by stating what your recommendations are based on the outcome of your findings. You will probably want to organize your recommendations by listing the most important to the least important. You **MUST** make a conclusive recommendation.

ANNOTATED BIBLIOGRAPHY

Record **ALL OF YOUR RESEARCH** collected during the 7-step search strategy process in the form of an annotated bibliography. This bibliography will vary slightly from normal bibliographies to make it easier to track the 7-step search strategy. Use the Search Steps Categories as headings, and then list alphabetically within each search step. (See sample report.)

An annotated bibliography is a list of citations to books, articles, interviews, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.