Recommendation Report Introduction Workshop

An introduction introduces the topic (the problem the report addresses) and the report itself (its purpose, scope, and order). Please use the following criteria to evaluate each other's introduction.

1. Has the writer provided sufficient background on the topic to make the significance apparent, but not so much as to overwhelm the reader with information?

2. Does the problem statement indicate the report’s topic as well as the significance of that topic? The reader must clearly understand the conflict that makes a decision necessary.

3. Does the research question clearly indicate how the writer has chosen to investigate the problem of the report (methodology)?

4. Does the introduction contain clearly stated criteria for decision making that indicate to the reader how the writer has gone about making the decision?

5. Is there a forecasting statement at the end of the introduction that tells the reader how the report will be structured?