**Technical/Professional Writing: Creating a Research Report Template**

For Friday, turn in a fake report using the text below (the description of your actual report). I do not expect that you will be able to do all of the items, but eventually you will learn them! See how far you get after watching the videos on D2L.

1. Copy and paste this text into a new MSWord document
2. Insert a few blank pages at the beginning: a cover page if you like, at least one blank page for your Table of Contents (TOC) and List of Figures (LOF)
3. Redesign the headings (Introduction, Methods...) using the Styles feature, and create a few fake subheadings just so you can work with at least two levels
4. Insert page numbers—play around with these
5. Try to modify Heading 1 and 2 in the Styles feature just to see how it’s done
6. Insert a few fake figures (from anywhere—pandas, koalas, flower, whatever)
7. Insert captions for those figures
8. Create a Table of Contents
9. Create a List of Figures
10. If you’re feeling brave, insert a next page section break between your front matter and body, and format page numbers differently! We’ll go over this tomorrow and again on Tuesday.

Your front matter will be comprised of the Table of Contents, List of Illustrations / List of Figures, and an Informative Abstract.

The body of the paper must have the following sections, but you will need to come up with more specific headings, too, depending on the topic.

1.0 Introduction

State the purpose and subject of the report and provide background information on the topic. Set the limitations of the report, as well as the most significant findings and if relevant, recommendations. Explain the significance of it: why is it an important topic for research? How did this problem come into being? Clearly lay out the scope of the issue--limit (or expand it) in such a way that it can be addressed in the required page limit.

2.0 Research Methods

What did you do to learn about this issue? Remember to include both primary research and secondary research methods.

3.0 Results

What are the results of your research? In other words, what did you find out?

4.0 Conclusion

Sum up and draw conclusions from your results. Depending on your topic, you might discuss the need for further research, important questions that still need to be addressed, or general conclusions that can be drawn about the role of this issue in society.

5.0 Recommendations

Based on your conclusions, what do you recommend? What are some options for “fixing” or addressing the issue, according to your own insights and those of your sources? What factors might affect the outcome of the problem?