

**Recommendation report sample in tech**

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# Recommendation report sample in tech



## Recommendation Report

- 1. Introduction
- 2. Background
- 3. Objectives
- 4. Methodology
- 5. Results
- 6. Discussion
- 7. Conclusion
- 8. Recommendations

### Introduction

The purpose of this report is to provide a comprehensive overview of the current state of the project and to recommend a course of action. The report is organized as follows: Introduction, Background, Objectives, Methodology, Results, Discussion, Conclusion, and Recommendations.

### Background

The background of the project is the need for a more efficient and secure way to manage data. The current system is outdated and does not meet the requirements of the organization.

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To continue to enjoy our website, we ask you to confirm your identity in person. Thank you very much for your cooperation. Example of recommendation report The following example is the recommendation report on the draft tablet proposed in Chapter 16. The progress report on the project is set out in Chapter 17. Transmitting letters may be presented as memos. Writers include their titles and that of their primary reader. In this way, future readers will be able to easily identify the reader and the writers. The title of the topic indicates the subject of the report (study on tablets at the JRC) and the purpose of the report (report on recommendations). The purpose of the study. It should be noted that the authors link the recommendation report to the proposal, giving them the opportunity to indicate the main tasks carried out in the study. The methods used by writers to conduct research. Main results: results and conclusions of the study. Note that the authors declare that they are not sure about the accuracy of the technical information they have found. Is it okay to say you're unsure about something? Yes, as long as you propose a way to be sure. The main recommendation. The writers ask their supervisor if you will reconsider whether the hospital can afford specially designed tablets for health environments. This is not insubordination. Be nice about that. An educated offer to participate further or to provide more information. A good title indicates the object and purpose of the document. One way to indicate the purpose is to use a generic term "as analysis, recommendation, summary or instruction" in a sentence following a point. For further information on titles, see 'Clear Writing, Information titles'. The date of submission of the document. The name or logo of the authors/organization is often presented at the bottom of the title page. In Abstract, the title of the relationship is often enclosed in quotation marks since the abstract could be reproduced in another context (for example in a database), in which case the title of the report would constitute the title of a separate document. Abstracts are often formatted as a single paragraph. The context and the purpose of the report. Note that writers provide some technical information on the use of tablets, clinical attitudes, and the technical characteristics of the tablets. The main recommendations. A list of keywords ensures that the report appears in the list of results of an electronic search on any of the terms listed. Note that the character and design of the headers of the index reflect the character and design of the headers of the relationship itself. In this summary, the two levels of headers are distinct by character of character (bold and italic) and indentation. The synthesis describes the project with particular attention to managerial aspects, in particular the recommendation. Note the emphasis of writers on the problem in RRM. Here the authors present a brief exposure of the topic of their relationship. The context of the feasibility study that Dr. Bremerton is financing. A brief exposure of the methods used by writers to conduct their research. Note that in all this report writers use the active voice ("we have studied literature ..."). See chap. 10 For more information on the active entry. Note, moreover, that the discussion of the methods is short: most managers are less interested in the details of the methods used than the results obtained. The results are the important results and conclusions of a study. Note that writers use the word advise. The use of key generic terms such as problem, methods, results, conclusions and recommendations helps to understand the role of each section in the document. Since the synthesis is the most direct element of the report addressed to management, the authors explain why they prefer to again on whether the hospital can afford to buy specific tablets for health care. Some organizations require that each top-level title start on a new page. A brief statement of the context of the report. Note that the word is currently used to introduce the background of the study: the current situation is unsatisfactory for several reasons. A formal statement of the task that the committee has been entrusted with. The authors paraphrase the memo Dr. Bremerton gave them. Often in technical communication, quote or paraphrase the words your reader has written to you. This practice reminds the reader of the context and shows that you are performing your tasks professionally. The authors include a brief overview of their methods in the list of tasks. The authors devote two paragraphs to their main discoveries. The introduction may present the main results of a report; The technical communication is not about drama and suspense. Note the script -Use the phrase -Repeat the keywords in this way helps readers understand the logic of a report and focus on the technical information it contains. An early organizer for the rest of the report. The authors use the same operational organization as in the proposal and the progress report. By stating that their sources are a mixture of different types of information, not all equally useful for each type of question that needs to be answered, the authors suggest to be careful analysts. The authors carefully explain the logic of their methods. Don't think your readers will automatically understand why © You did what you did. Sometimes it's better to explain your thoughts. Although the technical communication contains many facts and figures, like other types of writing, it is based on clear and logical arguments. As discussed in Primary Research ", some questions will hurt. So it's smart to perform a field test before distributing a questionnaire questionnaire The inclusion of a page number in the cross reference to the appendix is a convenience for the reader. When you do, remember to add the correct page number after you have determined where the appendix (or the various appendices) will appear in the report. Note that the authors present their references to their sources throughout the report. Here, once again, the authors explain the logic of their methods. They decided to rely on the experience of hospital administrators. This approach will probably appeal to Dr. Bremerton. Often you start the project with a cost criterion: the recommended solution must not cost more than a certain amount. The authors present enough information on the technologies to help the reader understand their logic. Writers sometimes present too much information; include only how much your readers need to be able to follow your report. Poiche. © analyzing their data and writing this report is part of the study, it is appropriate to include it as one of the passages. In some organizations, however, this task is considered part of the study and is therefore not presented in the report. The authors shall present an early organizer for the results section. The authors continue to use the operating structure they used in the Methods section. The function of a conclusion is to explain the meaning of the data. Here the authors explain how their results can help their readers determine how to proceed with tablet study. Note that a conclusion is not the same as a recommendation (which explains what the authors think they should do next). The authors shall present an early organizer for the results section. At this point in the report, the authors have decided to abandon the obligation to label. Their thought is that they focus less on what they have done and more on the meaning of which they have gathered. However, they keep voices that help readers understand the topic they are discussing. This recommendation explicitly states what the authors think they think The reader should be next. Note that they are drawing in ideas that have not been discussed in detail, but that might interest their readers. This list of references is written according to the APA documentation style, which is discussed in Appendix B. Presenting percentages in bold after each question is a clear way to communicate how respondents have responded. Although most readers will not be interested in raw data, some will be. Will.

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