

FORMAL REPORT OUTLINE AND DUE DATES

- I. TITLE PAGE
- II. MEMORANDUM
- III. TABLE OF CONTENTS
- IV. EXECUTIVE SUMMARY
- V. INTRODUCTION
- VI. SECONDARY RESEARCH
- VII. PRIMARY RESEARCH
- VIII. CONCLUSIONS
- IX. RECOMMENDATIONS
- X. WORKS CITED

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|---------------------------------------|---------|
| 1) Report Topic Due | Week 3 |
| 2) Report Outline Due | Week 5 |
| 3) Report Survey and/or Questionnaire | Week 7 |
| 4) Formal Report Due | Week 13 |