Guidelines for Writing a Report to Accompany a Finished Product
(Extensive Instructions, Manuals, Handbooks, etc.)
or to
Report on a Service-Learning Experience

Include all the relevant elements asked for in any good report. Organize each section in the best way for your project. Use appropriate headings that accurately name the content that follows.

**Introductory Elements**
*Explain the purpose of your project and describe your audience.*
*Describe your S-L organization and explain how or why you selected it.*
*Explain how your S-L work was determined: What were the agency’s needs?*
*Tell with whom you worked and what each person's responsibilities were.*
*Explain your initial goal.*
  If that initial goal changed in the course of the research, explain how and why.

**Methodology**
*How did you collect information?*
*Whom did you contact?*
*What types of information were most helpful/least helpful, most difficult to work with/easy to incorporate into the product or to use for your S-L work?*
*How did you resolve problems associated with collection of information?*
*Whom did you get to test your final product?*
*What did you discover that you needed to add or change or delete?*

**Hint:** This is a good place to use some of your required five resources.

**Explain the Final Product**
*How did you determine the arrangement of the information?*
  *Was money a factor?*
  *Was your arrangement modified? If yes, by who and why?*
*Describe the best features of your product and how it varies from the previously used product or from other, similar ones.*

**Hint:** This is a good place to use some of your required five resources.
Describe what you would like to have done but couldn't because of
-time
-budget restrictions
-difference of opinion

**Recommendations**
*Tell what about the project was difficult (in any way) and explain why.*
*Tell what worked well and explain why.*
*Tell what you would do differently if you were to do a project like this again.*
*Offer advice to people who might consider a project like this.*
*Offer advice or suggestions for what else needs to be done for this particular project or what other needs the workplace or the agency has that would be good projects for future technical writing students.

**Conclusion**

*Draw conclusion(s) about how effective (or ineffective) this project was on as many levels as you can.

THIS PROJECT WAS EFFECTIVE/INEFFECTIVE AS A WAY:

- Ÿ to learn technical writing.
- Ÿ to work collaboratively.
- Ÿ to create a final product that will be used.
- Ÿ to assist students/people/an institution/a non-profit organization.
- Ÿ to provide a real-life volunteer experience that can go in a resume.
- Ÿ to enjoy doing research for a real-life purpose (as opposed to the traditional academic purpose to earn a grade).

羽毛 to ????? (add your thoughts here)

**Works Cited/Works Consulted list**

*Include a complete listing of the resources you quoted or consulted, using the format requested in either the MLA or the APA Documentation and Format guides.

--Must be in alphabetical order by author's last name.
--Each listing must include all relevant information in the correct order and using correct punctuation.

**Appendix**

*Include here any information that did not fit into the report itself.

*Not every report will have an appendix.

*A Glossary of Terms might work here.