**OUTLINE REPORT**

* **Who are your readers?**

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* **Why am I writing this report (purpose)?**

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* **Why is this report needed?**

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* **What information should be included in the report? Brainstorm and choose 3 points to include in your report**

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**Conclusion and recommendation**

In the conclusion your summarize your information and give a recommendation. Which point is the most valuable solution to the problem?

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