
FORMAL BUSINESS REPORT (due Saturday, March 29, 2003)

Background

As an upper-year Algonquin College student, you are asked to submit your recommendations regarding the imminent (in fact, present) challenges surrounding what has been termed a "triple crunch." Over the next several years, the following three long-term events are simultaneously unfolding:

1. Graduation of the Double Cohort
2. Retirement of the Baby Boomers
3. Changes in the North American economy and job market

These issues will have far-reaching consequences on post-secondary institutes, workplaces, businesses, and communities in Ontario and across Canada. Your recommendations to college administrators will help improve the overall learning environment.

Submit

- Analytical Report (recommendation report in memo format)
Approximate length: Five double-spaced pages plus bibliography
- Bibliography (MLA format)
- *NOTE: No title page, table of contents, or list of figures and tables*

Sample considerations

- Use of technology as adjunct to (*in place of?*) classroom learning
- Impact of increased enrolment on
 - Physical resources (classrooms, facilities, labs, student housing, etc.)
 - Learning resources (including computers, learning materials, career-specific tools/equipment/machinery, etc.)
 - Faculty and administration staffing

Write a balanced business report. Use at least eight primary or secondary sources **from various media** (personal interviews or experience, periodicals, television news reports, Internet, etc.). Include at least one website (but no more than four).

Text References

- Informal Reports (Chapter 11); parts of Chapter 12
- Recommendation Report guidelines (pages 253-255) and Figure 11.4 (page 256)
- Documentation Formats (Appendix C); Figure C.2

Format

- MS Word or Corel WordPerfect document with the filename
ENL1823B Recommendation Report -Your Name

How To Do Annual Report

M Mosston



How To Do Annual Report:

Unveiling the Magic of Words: A Overview of "**How To Do Annual Report**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**How To Do Annual Report**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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