

At some point in your life, you're likely to volunteer for a community organization such as a soup kitchen, a daycare center, or a literacy program. Many college courses involve service learning, in which you do such volunteer work, write about the experience for your course, and write for the organization you're helping. The writing you do for a community group may include creating or maintaining the group's Web site, updating its presence on social media such as Facebook and Twitter, or producing more for-

Descriptive title conveying report's contents	Standard format: summary, statement of the problem, solutions, and recommendations (not shown) recommended	Major sections delineated by headings	Formal tone, appropriate to a business-writing situation	Single spacing between paragraphs and around the list	Bulleted list emphasizing alternative solutions
<p><b>Canada Geese at ABC Institute: An Environmental Problem</b></p> <p><b>Summary</b></p> <p>The flock of Canada geese on and around ABC Institute's grounds has grown dramatically in recent years to become a nuisance and an environmental problem. This report reviews the problem, considers possible solutions, and proposes that ABC Institute and the US Fish and Wildlife Service cooperate to reduce the flock by humane means.</p> <p><b>The Problem</b></p> <p>Canada geese began living at Taylor Lake next to ABC Institute when they were relocated there in 1995 by the state game department. As a nonmigratory flock, the geese are present year-round, with the highest population each year occurring in early spring. In recent years the flock has grown dramatically. The Audubon Society's annual Christmas bird census shows a thirty-fold increase from the 37 geese counted in 1996 to the 1125 counted in 2013.</p> <p>The principal environmental problem caused by the geese is pollution of grass and water by defecation. Geese droppings cover the ABC Institute's grounds as well as the park's picnicking areas. The runoff from these droppings into Taylor Lake has substantially affected the quality of the lake's water, so that local authorities have twice (2012 and 2013) issued warnings against swimming.</p> <p><b>Possible Solutions</b></p> <p>The geese overpopulation and resulting environmental problems have several possible solutions:</p> <ul style="list-style-type: none"> <li>• Harass the geese with dogs and audiovisual effects (light and noise) so that the geese choose to leave. This solution is inhumane to the geese and unpleasant for human neighbors.</li> <li>• Feed the geese a chemical that will weaken the shells of their eggs and thus reduce growth of the flock. This solution is inhumane to the geese and also impractical, because geese are long-lived.</li> <li>• Kill adult geese. This solution is, obviously, inhumane to the geese.</li> <li>• Thin the goose population by trapping and removing many geese (perhaps 600) to areas less populated by humans, such as wildlife preserves.</li> </ul> <p>Though costly (see figures below), the last solution is the most humane. It would be harmless to the geese, provided that sizable netted enclosures are used for traps. [Discussion of solution and "Recommendations" section follow.]</p>					