

Feasibility Study

Choose a scientific or technical subject that lends itself to a feasibility report. In selecting your topic, ask yourself these questions:

1. In what general technical area do my interests lie?
2. How much do I already know about my subject?
3. How much will I have to learn about this subject to do this report?
4. What well-defined problems related to this subject lend themselves to a feasibility report?
5. Is there enough readily available information on this subject?
6. Do I have enough time to do this project?

Your report must be neatly typed and submitted in an envelope. Plan to use appropriate illustrative material such as charts, graphs, drawings, photos, and tables. This report must be a substantial effort on a worthwhile project. The report should run 10 double-spaced, typed pages. Include the following elements in the feasibility report:

Letter of transmittal	Factual discussion
Title page	Factual summary
Descriptive abstract (placed on the title page)	Conclusions
Table of contents	Recommendations
List of illustrations	Appendixes (optional)
Introduction	References

Use these guidelines for the recommendation report:

- ☞ Include an introduction that follows the guidelines set forth in the textbook. Discuss the situation or problem, criteria for making a decision, and relevant background information.
- ☞ Include a discussion section in which you compare the choices using the point-by-point approach.
- ☞ Be sure to define any terms that might be unfamiliar to readers of this report. (See the chapter on description and definition.)
- ☞ Include a summary, conclusions, and recommendation.
- ☞ Gather information from printed or published sources for this report as well as nonpublished sources such as interviews with experts. Use the MLA documentation system to indicate the sources of your borrowed information.
- ☞ Use headings, lists, and graphics as necessary in this report.
- ☞ As with all writing assignments in this course, follow the standards for appropriate grammar, punctuation, usage, and spelling.