

introduction with the words... *As you requested, I am submitting this executive summary of...*

Make sure to identify the author, article title, journal, and date of publication. Give an explanation what the author intended to do in the study or article. Summarize three or four of the most important findings of the study or article. Summarize any recommendations made. Include a conclusion statement indicating your reaction to the article.

Please see our syllabus for an approximate time line.

Purpose:

- To understand the purpose and structure of an executive summary.
- To be able to analyze, interpret, and summarize relevant information in a formal report.
- To develop writing skills necessary in a formal report.

Student Outcome Measures: Students will assume a role of an assistant to an executive or manager and be able to provide summarizations of formal reports. They will learn how to analyze, interpret, and summarize formal reports to their direct supervisor in a concise and tactful executive summary.

Assessment: You will be graded on the usual C.L.A.S.S. criteria: how well you address the problem, how literate your document is, how aware you are of your audience, which strategies you employ to reach the reader, and what kind of tone you adopt to that end.

484