

Business 305 – Business Communications  
ANALYTICAL REPORT ASSIGNMENT REQUIREMENTS  
SPRING 2013  
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**Due: May 22, 2013**

For this assignment, you will be completing the analytical report in groups of five or six.

### Assignment

The analytical report must be a minimum of 12 and no longer than 15 double-spaced pages in length (from introduction through recommendations).

You must use a minimum of ten credible refereed secondary sources to compile a reference list. **Sources must be cited in the text**, not simply listed in the references. Refereed journal article sources are preferred. Wikipedia and web sites are not refereed sources. The sources need to be current; they should have been written during the past five years.

### Report Preparation

Please keyboard your report using **Arial 12 font** so that it follows American Psychological Association (APA) 6.0 guidelines with a professional appearance. Attendance at the APA Style workshop, which is delivered by a member of the library staff – Wednesday, April 24, 2013, is helpful in formatting the report.

### Report Parts

Your report must contain the following parts:

1. *Title Page*
2. *Memo of Transmittal*
3. *Table of Contents*
4. *Executive Summary*
5. *Introduction* - statement of the problem, background of the study, purpose of the study, scope and limitations, methods of research, definition of terms
6. *Body Chapter* - presents a literature review (secondary research), an analysis of the primary data (obtained from SurveyMonkey), and includes a minimum of one visual aid (table or figure)
7. *Summary Chapter* - includes preview paragraph, conclusions, and recommendations
8. *References (APA)*

### Report Topics

- Computer Privacy at Work
- Workplace Drug Testing
- Executive Compensation
- Business Data Storage Systems
- Crisis Management
- Product Failure and Liability
- Company Image Makeover
- Social Responsibility and/or Green Investing
- Credit Reporting
- Sarbanes-Oxley Act

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