

Recommendations script

Recommendations are often a part of a report that sit well near the conclusion. Not all projects and reports require recommendations as it depends upon the topic under investigation or discussion.

Please refer to your assignment brief, unit or module guide as some of you will have assessment criteria to include recommendations and for others this may be optional. It depends upon your course of study, so please check the assessment details. This is your responsibility as it is with all assignments.

Recommendations suggest actions to take as a result of the contents or findings of a report.

They are often structured in a bullet point style. You can use bullet points or numbers.

If you feel that actions are of differing importance you may choose a numbering system and number them accordingly. If they are all equally important bullet points may be a better option. It is however up to you as this is your project, your report.

As recommendations tend to call individuals or organisations to action, think about the language used to construct your sentences.

Action or command verbs in a concise single sentence can be quite impactful when producing recommendations.

You have all covered smart targets so try to retain that style of writing when producing your recommendations.

Think carefully and clearly about your subject area as you will usually find recommendations are at the end of your work.

These are varied examples of possible recommendations, but do remember these are your recommendations and there is not a right and wrong response in most aspects research.

- To conduct a medication audit on a quarterly basis.
- To review all policies and procedures relating to school-based counselling engaging the expertise of a qualified practicing counsellor annually.
- To implement a six-week induction training package for newly qualified laboratory assistant technicians before they work independently in an industrial setting,
- To investigate the parental views and experiences of the autism diagnosis process to inform local policies and procedures.