

Name _____

Date _____

Period _____

Workbook Activity

Chapter 13, Lesson 2

44

Kovach_Communications 1st Period_Off-Site Learning Packet Day 5

Writing an Action Plan

Directions Below is a problem that you have been asked to solve by writing a report. Write an outline for that report. Write main topics on the numbered lines. Add subtopics and details between the lines.

PROBLEM—You work in a restaurant located near a number of large businesses. Until recently you have been doing good business. About three months ago business began to fall off. The owner has asked you to investigate and write a report to find out what has caused this drop in business.

(Title) _____

I. _____

II. _____

III. _____

IV. _____

