Kovach_Communications 2nd Period_Off-Site Learning Packet Day 7

Putting Information in a Logical Order

Directions Imagine that you have to write a business report. The report needs to give information about the new skills students need in order to find good jobs. Create an outline for the report using the items in the box below. Remember to use Roman numerals, capital letters, and regular (Arabic) numerals to organize the main ideas and details.

Conclusion	Types of skills needed
Suggestions	Difficulty of skills needed
Create a new class	Explanation
Redesign existing class	Statement of purpose
Introduction	Survey students
Survey employers	Sources of information