

## Conclusions and Recommendations for Analytical Report

Draft your conclusion and recommendations below. Write on the back if necessary. This information may appear in your report under the main heading "Conclusions."

### CONCLUSIONS

**D**rawing conclusions is the main goal of writing your report. This is where you want your target audience to understand the meaning of your research. Base conclusions on the evidence you present in the body. Consider these points:

- Emphasize what the report **means**. Focus on the main results.
- Interpret the overall meaning of your results for your **specific target audience**.
- Add **no** new details.
- **Do not** simply **summarize** the report.

### RECOMMENDATIONS

**B**ase your recommendations on your conclusions. Consider what you want to emphasize. Address these concerns:

- What do you want the **target audience** to do?
- What **actions** should they take?
- Use a **list** for emphasis if you have two or more recommendations.
- Use "**should**," "**recommend**," or similar terms (i.e., "The evidence indicates that NASA should do the following ...")

	Example	
<b>Target audience</b>	NASA	
<b>Research question</b>	Is a manned flight to Mars feasible?	
<b>Conclusions</b>	Based on this research, a manned flight to Mars is not presently feasible due to funding and lack of public support, but it will be feasible by the year 2020.	
<b>Recommendations</b>	NASA should 1) cancel plans for a Mars mission before 2020, 2) develop its plans for acquiring ___ technology, 3) build public support by ___	