

Conclusions and Recommendations



THE BOTTOM LINE!

WHAT EACH IS

HOW TO DEVELOP EACH

Conclusion

- A Finding or statement synthesizing data/information from the body of a report.
- Statement/finding is made relative to **ANALYSIS**
- **Example: (parking on campus)**
 - Data: 80% of respondents favor building a parking garage
 - Data: 70% of respondents are willing to pay more for parking permits to fund garage
 - Conclusion: respondents favor a garage and are willing to pay to fund it.

Recommendations

- Based on conclusions
- Relative to Purpose of Report
- Convey SPECIFIC action that addresses purpose of report—the more specific the better
- **Example:**
 - Data: 80% of respondents favor building a parking garage
 - Data: 70% of respondents are willing to pay more for parking permits to fund garage
 - Conclusion: respondents favor a garage and are willing to pay to fund it.
- **Recommendation: build a parking garage to address the parking problem on campus.**