FORMAL BUSINESS REPORT (due Saturday, March 29, 2003)

Background

As an upper-year Algonquin College student, you are asked to submit your recommendations regarding the imminent (in fact, present) challenges surrounding what has been termed a "triple crunch." Over the next several years, the following three long-term events are simultaneously unfolding:

1. Graduation of the Double Cohort
2. Retirement of the Baby Boomers
3. Changes in the North American economy and job market

These issues will have far-reaching consequences on post-secondary institutes, workplaces, businesses, and communities in Ontario and across Canada. Your recommendations to college administrators will help improve the overall learning environment.

Submit

- Analytical Report (recommendation report in memo format)
  Approximate length: Five double-spaced pages plus bibliography
- Bibliography (MLA format)
- *NOTE: No title page, table of contents, or list of figures and tables*

Sample considerations

- Use of technology as adjunct to (*in place of?)* classroom learning
- Impact of increased enrolment on
  - Physical resources (classrooms, facilities, labs, student housing, etc.)
  - Learning resources (including computers, learning materials, career-specific tools/equipment/machinery, etc.)
  - Faculty and administration staffing

Write a balanced business report. Use at least eight primary or secondary sources **from various media** (personal interviews or experience, periodicals, television news reports, Internet, etc.). Include at least one website (but no more than four).

Text References

- Informal Reports (Chapter 11); parts of Chapter 12
- Recommendation Report guidelines (pages 253-255) and Figure 11.4 (page 256)
- Documentation Formats (Appendix C); Figure C.2

Format

- MS Word or Corel WordPerfect document with the filename
  ENL1823B Recommendation Report -Your Name