Recommendation Report Name:

Comp 11/Mrs. Budimlija

Criteria

Complete the following chart for your recommendation report. Briefly state the problem you have chosen to address. Then, list four criteria for an acceptable solution to that problem. Finally, describe five possible solutions for the problem addressed and note which of the four criteria each solution meets.

**Problem:**

**Criteria** ranked in order of priority. “A good solution has to….”

Remember to use parallel structure.

1.

2.

3.

4.

**Possible Solutions:** **Criteria Met:**

**Solution 1**

**Solution 2**

**Solution 3**

**Solution 4**