

# Possible formal report topics essay



**ASSIGN  
BUSTER**

Directions: You may choose any of the topics below for your Final Project—a Formal Report. If you have another topic in mind, you must first get instructor approval before using it.

1. It is important to understand what organizations are looking for in cover letters and resumes. It is also important to understand the differences between a hard-copy resume and a resume from the Internet. What strategies have proven most successful in getting the writer an interview? Research these questions and present your findings and conclusions.
2. Today's employee turn-over rate is high for many organizations. Research has shown that the key to hiring qualified individuals is to first promote the company to current employees. By implementing strategies within the organization that promote respect and cooperation between co-workers and managers, awarding fair compensation, and providing various awards, organizations are better able to retain good employees. Research what other organizations are doing to hire and retain good employees in order to combat the high employee turnover rate. Use this research to make recommendations to the management of your organization.
3. Your company needs to update its Code of Ethics. Because of the immense diversity in today's ever-changing workforce, you need to research other organizations' codes of ethics. Decide what the new policy should and should not include. Based on your research and conclusions, offer recommendations to your management.
4. You have been asked to review your employee handbook. During this review, you notice many discrepancies between what is stated in the

handbook and what actually takes place in your organization. You are asked to research other organizations' handbooks to determine any changes that need to be made. Based on your research and conclusions, offer recommendations to your management.

5. Outsourcing has become common in the business world, particularly when an organization experiences large growth. Your organization is pondering whether or not it should establish an in-house advertising department or if it should outsource the advertising to another agency. Research what other organizations in similar circumstances have done to find the advantages and disadvantages of each. Based on your research and conclusions, offer recommendations to your management.

6. Your organization needs to upgrade its computer equipment. A suggestion has been made that leasing this equipment could be more advantageous than purchasing the equipment. You have been asked by management to investigate these options. Research both purchasing and leasing computer equipment, noting the advantages and disadvantages of each. Based on your research and conclusions, offer recommendations to your management.