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# Feasibility Report Memo Format

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Civil Engineer's Handbook of Professional Practice  
Instant-Answer Guide to Business Writing  
PROFESSIONAL COMMUNICATION  
How to Write It, Third Edition  
How to Prepare a Feasibility Study  
The MIT Guide to Science and Engineering Communication, second edition  
Solving Problems Through Technical and Professional Writing  
Leaders Communication Toolkit  
Technical Report Writing Today  
Business and Professional Writing: A Basic Guide - Second Canadian Edition  
Business Report Guides  
The Government Manager's Guide to Plain Language  
Technical Communication  
ADVANCED TECHNICAL COMMUNICATION  
The Business Writer's Handbook  
Feasibility Study and Business Plan  
MRGO Ecosystem Restoration Plan Feasibility Study  
A Strategic Guide to Technical Communication - Second Edition (Canadian)  
Communicating Professionally  
A Guide to Technical Writing  
The Business Writer's Handbook, Seventh Edition  
Long range ADP planning  
Business feasibility study  
Business and Professional Writing: A Basic Guide  
Handbook of Technical Writing, Ninth Edition  
A Strategic Guide to Technical Communication - Second Edition (US)  
The Handbook of Technical Writing, Seventh Edition  
The 2012 Feasibility Study for Canaveral Harbor, Brevard County, Florida  
Report Writing  
Working Towards a Proficiency Scale of Business English Writing: A Mixed-Methods Approach  
Memorandum Distribution Feasibility Study  
Handbook of Technical Writing, Tenth Edition  
General Report  
Business Feasibility Analysis Pro  
Managerial Communication  
Technical Writing  
How to Write it  
Producing Written and Oral Business Reports

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*Civil Engineer's Handbook of Professional Practice* Business Expert Press

"More than just a guide, The Business Writer's Handbook places writing in a real-world context with quick and easy access to hundreds of business writing topics and scores of sample documents. The handbook now offers up-to-date coverage of the job search, tips on professionalism, and advice about adapting to evolving workplace technologies."--Publisher's description

**Instant-Answer Guide to Business Writing** Macmillan

Feasibility study and business plan Learn How to Present a Completed Feasibility Study A feasibility study is a thoroughly researched analysis of a plan or method. The purpose of a feasibility study is to determine and then communicate whether an action being considered is practical for a business or project. These studies usually contain detailed information about the financial structure for the plan and an analysis of the market with regards to the proposal (if needed). It also contains the suggested logistics for delivering a product or service, the resources you'll need, the personnel support and the organizational structure required. Presenting your feasibility study is just as important as the work you put into it. How to Assemble Your Feasibility Study How you present your final study is just as important as the information it contains. If you have a lot of material, organize it into a portfolio or binder. Finding information easily and quickly is important to executives, managers, lenders, and investors, so include tabs (type them if at all possible) to indicate each component in your study. Cover letters should not be generic but should be individualized depending upon with whom you are submitting the study. Before you submit your study, have someone else proofread it for you to check for content and errors. Typographical errors will make your study appear rushed or unprofessional, and if your descriptions and calculations do not make sense to the reader the action will be ruled unfeasible as presented. Although you write your conclusion

last, it serves as a summary of the details in your study. You can place it at the end of your document (before any exhibits and attachments), but placing it after the table of contents sets the tone and highlights key issues for the reader to be aware of before they read the rest of the study.

**PROFESSIONAL COMMUNICATION** MIT Press

The market-leading *Managerial Communication: Strategies and Applications* equips students with the communication strategies and skills that managers need in today's workplace. Authors Jennifer R. Veltsos and Geraldine E. Hynes provide a holistic overview of communication supported with a solid research base, and a focus on competencies that lead to managerial and organizational success. The Eighth Edition features new and expanded coverage of timely topics, including remote working, virtual presentations, cultural sensitivity, and crisis communication.

**How to Write It, Third Edition** Ten Speed Press

A second edition of a popular guide to scientific and technical communication, updated to reflect recent changes in computer technology. This guide covers the basics of scientific and engineering communication, including defining an audience, working with collaborators, searching the literature, organizing and drafting documents, developing graphics, and documenting sources. The documents covered include memos, letters, proposals, progress reports, other types of reports, journal articles, oral presentations, instructions, and CVs and resumes. Throughout, the authors provide realistic examples from actual documents and situations. The materials, drawn from the authors' experience teaching scientific and technical communication, bridge the gap between the university novice and the seasoned professional. In the five years since the first edition was published, communication practices have been transformed by computer technology. Today, most correspondence is transmitted electronically, proposals are submitted online, reports are distributed to clients through intranets, journal articles are written for electronic transmission, and conference presentations are posted on the Web. Every chapter of the book reflects these changes. The second edition also includes a compact Handbook of

Style and Usage that provides guidelines for sentence and paragraph structure, punctuation, and usage and presents many examples of strategies for improved style.

**How to Prepare a Feasibility Study** Broadview Press

A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers, to enable them to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style, and expands the information on visual communication and ethics into free-standing chapters. The text is accompanied by a passcode-protected website containing materials for instructors (PowerPoint lectures, lesson plans, sample student work, and helpful links).

*The MIT Guide to Science and Engineering Communication, second edition* Broadview Press

Provides examples and advice on writing announcements, condolences, invitations, cover letters, resumes, recommendations, memos, proposals, reports, collection letters, direct-mail, press releases, and e-mail.

*Solving Problems Through Technical and Professional Writing* Houghton Mifflin Harcourt P

This wizard based software, designed to support any small business management and/or entrepreneurship text, is a step-by-step guide and an easy-to-use tool to complete a feasibility analysis on a business idea. The program allows instructors the flexibility to assign each step in the feasibility analysis separately, or to assign the entire feasibility analysis as a semester project. Through the process of completing the feasibility analysis, students complete five separate assignments; the result is an in-depth, gradable Business Feasibility Analysis report. Each step in the process is clearly explained and an example is provided for each step to help students visualize what their results should look like. Students are shown how to solicit feedback from potential users of their product or service and how to gather data, so they can base their judgment on facts rather than speculation.

Students are allowed to print or e-mail one section of the analysis at a time, or the entire plan when completed.

**Leaders Communication Toolkit** SAGE Publications, Incorporated

Comprehensive and truly accessible, *Technical Communication* guides students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site — TechComm Web — that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

Technical Report Writing Today John Wiley & Sons

Using a problem-solving approach, this book emphasizes the connection between writing and learning - learning to solve problems in and through technical communication. The text stresses the importance of the environment, which consists of such elements as the purpose of the document, the audience at which it is directed, the organizational culture in which it is produced and time constraints. Practical, real-world cases set the framework for each chapter, involving students in the processes of communication and problem analysis/solution. Contemporary technology communication theory is highlighted throughout and in addition, the book's emphasis on value and ethics should give students a balanced view of the connection between technology and humanities.

Business and Professional Writing: A Basic Guide - Second Canadian Edition Broadview Press

Businesses use technical writing extensively to communicate both within and outside the organization. And so, it is essential for an individual aspiring to be an executive to master the art of communication. This accessible and compact book on *Advanced Technical Communication* discusses how students can learn and master not only the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents. The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing, and layout and format of business letters and résumé.

What is more, it elaborates on technical documents such as technical proposals, reports, and specialized documents like theses, research papers and dissertations, differentiating them adequately. Finally, the text covers many of the soft skills required today, for example, presentation skills, interpersonal skills, and group discussion (GD) skills. This student-friendly book, suffused with practical examples, is primarily intended as a text for the first year students of Engineering (B.Tech.) of Uttarakhand Technical University for their course on *Advanced Technical Communication*. It will also be of immense benefit to undergraduate students in other universities and engineering colleges/institutes as well as technical professionals. **KEY FEATURES :** Provides comprehensive coverage of soft skills. Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers. Gives a critical evaluation as well as text of George Orwell's *Animal Farm*.

Business Report Guides Macmillan

Fast, accurate answers to all your business writing questions will be at your fingertips when you put this handy, carry-it-anywhere reference to work for you. Packed with practical guidance and real-world examples, it helps you ? write better business documents in half the time ? design winning proposals ? generate e-mail that commands attention ? create presentations and reports that achieve results ? use visuals to maximum effect ? choose from many sample documents for inspiration ? write with greater clarity and impact ? avoid redundancy, stiff phrasing, and "bureaucratic" writing ? make every word count ? handle complex technical topics with ease ? learn the fine art of sending bad news ? organize formal documents for impact ? choose the best formatting techniques ? avoid embarrassing mistakes in grammar and usage.

**The Government Manager's Guide to Plain Language**

Random House Digital, Inc.

The new third edition of *Communicating Professionally* is completely revised with new sections outlining the opportunities offered by contemporary communication media.

*Technical Communication* PHI Learning Pvt. Ltd.

This 100-page guide with action plan templates for improving the use of email, cell phone, voice mail, and video conferencing communications media. It teaches communication jobskills for

setting expectations, building relationships, and minimizing conflicts between individuals and teams.

*ADVANCED TECHNICAL COMMUNICATION* Xlibris Corporation

Straightforward, practical, and focused on realistic examples, *Business and Professional Writing: A Basic Guide* is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout.

The second edition includes new sections on information security and ethics in business writing. New formal proposal examples have been added, and the text has been updated throughout.

The Business Writer's Handbook Broadview Press

This comprehensive resource, organized alphabetically by topic, provides guidance on the business and technical writing process, real world examples, in-depth treatment of grammar and usage and up-to-date coverage of the latest office technology.

*Feasibility Study and Business Plan* Macmillan

A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style, and expands the information on visual communication and ethics into free-standing chapters. Particular attention is paid throughout to the needs of Canadian students.

**MRGO Ecosystem Restoration Plan Feasibility Study** Human Resource Development

*Producing Written and Oral Business Reports: Formatting, Illustrating, and Presenting* emphasizes cost-effective methods for producing reports that will do what you want them to do. Numerous examples, helpful illustrations, concise writing style, and convenient checklists let you acquire vital information rapidly. *Producing Written and Oral Business Reports* is a how-to guide for report creation throughout your career!

*A Strategic Guide to Technical Communication - Second Edition*

(Canadian) Macmillan

Write personal and professional communications with clarity, confidence, and style. *How to Write It* is the essential resource for eloquent personal and professional self-expression. Award-winning journalist Sandra E. Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication. Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document layouts. *How to Write It* is a must-own for students,

teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference.

**Communicating Professionally** Business Expert Press CD-ROM contains: resources (charts, graphs, and checklists) and campaign samples.

*A Guide to Technical Writing* Springer Nature

This book presents an empirical study to develop and validate a proficiency scale of business English writing in the Chinese tertiary context. Through a mixture of intuitive, quantitative and qualitative methods, the book demonstrates how a pool of

descriptors are collectively formulated, statistically calibrated and meticulously validated for the establishment of a proficiency scale of business English writing. The writing scale differs in significant ways from the existing language scales, most of which were constructed in English as L1 or L2 contexts and applied to English for General Purposes (EGP) domains. This book also provides important insights into the construct of business English writing as well as the methods for English for Specific Purposes (ESP) proficiency scale development and validation. It is of particular interest to those who work in the area of ESP teaching and assessment.