

Paper Title

Recommendation and Implementation Plan

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Based on the analysis, we recommend that Company ABC adopt Option 3. This will allow the company to retain its current production schedule while still addressing key critical components. To make the transition smooth, the implementation of this plan should follow a logical order. For example, before human resources policies can be changed, it will be necessary for us to meet with labour groups in the organization. The labour groups are likely to put up barriers to implementing the plan, so we should anticipate some tough going during this process.

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1

The Comment

"Which is...?"

What They Probably Meant

Since this is the start of a new section, rename/restate the option—remember, each of your sections should be able to stand alone and still make sense.

Action

Rewrite this sentence and restate option.

2

The Comment

"Vague"

What They Probably Meant

It isn't clear what "this" is—add a partner word here to name it (e.g., this organizational approach).

Action

Add a partner word to "this".

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3

The Comment

"Be specific"

What They Probably Meant

Be a bit more specific about the components you're referring to (even a category would be helpful).

Action

Add to this sentence a few examples of components..

4

The Comment

"Needed?"

What They Probably Meant

I'm not sure why this sentence is here—it doesn't seem to add anything. Instead, you might consider introducing some information about how many phases or steps there will be in the process?.

Action

Rewrite this sentence "The implementation plan is organized in three phases:"

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5

The Comment

"Careful!"

What They Probably Meant

Always maintain a neutral tone in your report, and avoid insulting any stakeholders. You can flag potential challenges without being confrontational. Stay out of turf wars as much as possible. Another problem here is the casual language "put up barriers" and "tough going." Try to watch out for these slang phrases in your writing.

Action

Rewrite this sentence to make it less controversial.