

Worksheet 3 — From Notes to Report

The White Paper report skeleton. Draft each block in plain language; polish comes in editing.

Section	Your draft notes
Department overview (2-3 sentences)	
Budget snapshot (appropriation, trend, key line items)	
Staffing picture (positions, vacancies, impact)	
Key issue 1	
Key issue 2	
Key issue 3	
What the department says it needs	

Recommendations (three, each one testable)

#	Recommendation	Why it matters / cost impact
1		
2		
3		

Sources

List every document, meeting, and article you relied on. Fact-check every number before submission.

Formatting reminders: follow the standard report template, US English, Oxford commas, cite the budget year for every dollar figure, and send your draft to the Editor by the deadline announced this fall.