

Writing a Case Report

A written case report normally includes identifying information and a summary, followed by the analysis, including the setting, major problems or issues and their consequences, relevant facts and their effects, the list of alternatives and their pros and cons, and recommendations with rationale. The outline below represents this pattern of organization.

- I. Identifying Information
 - To:
 - From:
 - Date:
 - Subject:
- II. Summary: Concise statement of situation, stating problems, writer's conclusions and recommendations
- III. Analysis and Discussion
 1. Identify the major issues, concerns, or problems.
 2. Assemble and prioritize relevant facts (not opinions) affecting the issues or problems.
 3. Formulate feasible alternative courses of action or possible solutions, describing the advantages and disadvantages of each.
- IV. Recommendations/Plan of Action
 1. Recommend a course of action, comparing the pros and cons described in above. Give a specific rationale for the course of action chosen
- V. Appendix (Supporting analysis)

Please structure your analysis into one such report, do not structure your report as Q1, Q2a, b, c, d.

Other tips.

1. Do not repeat in summary form large pieces of factual information from the case. The instructor has read the case and knows what is going on. Rather, use the information in the case to illustrate your statements, to defend your arguments, or to make salient points. Beyond the brief introduction to the company, you must avoid being descriptive; instead, you must be analytical.

2. Make sure the sections and subsections of your discussion flow logically and smoothly from one to the next. That is, try to build on what has gone before so that the analysis of the case study moves toward a climax. This is particularly important for group analysis, because there is a tendency for people in a group to split up the work and say, "I'll do the beginning, you take the middle, and I'll do the end." The result is a choppy, stilted analysis because the parts do not flow from one to the next, and it is obvious to the instructor that no real group work has been done.

3. Type your report. Avoid grammatical and spelling errors. They make the paper sloppy.