To: Dr. Erika Paterson, Instructor at ENGL 301 Technical Writing UBC

From: Morgan Lorenz, Student in ENGL 301 Technical Writing UBC

Date: October 29, 2021

Subject: Formal Report Outline Submission

**Formal Report: Health and Wellness of Undergraduate Students at UBC**

**I. INTRODUCTION:** Background information on fitness and wellbeing of university students

A. Purpose of report

B. Description of the Proposal’s Research Methods

C. Scope of Report

D. Conclusions

**II. DATA COLLECTION**

1. Studies of Vancouver’s fitness culture and health lifestyle
2. Analyses of news reports of health trends in Vancouver, BC.
   * + - 1. Analysis of scholarly research on undergraduate students and fitness
         2. Interview comments from undergraduate students
         3. Analyses of supplementary academic articles supporting health trends uncovered in interviews
3. Reviews of costs and financing associated with fitness
   1. Review of costs of fitness memberships at local Vancouver gyms
   2. Review of costs of fitness memberships at external studios (specialized gyms)
   3. Review of alternative methods that are low barrier in finances
4. Overview of proposed solution
   1. Review of feasible solutions for incorporating more physical activity into everyday schedules

**III. CONCLUSION**

1. Summary of findings
2. Overall interpretation of research findings
3. Recommendations for possible solution
4. Acknowledgement of complications and final comments
5. Recommendations

**IV. REFERENCES**

1. Reference to collected data
2. Citation of literature and sources