To: Dr. Erica Paterson, English 301 Instructor  
From: Samuel Kobierski  
Date: February 23, 2019  
Subject: English 301 Formal Report Outline – Proposal for the Construction of a Towing Tank at the University of British Columbia

# **INTRODUCTION**

## Summary

## Statement of Problem

## Target Audience

## Purpose of Report

## Outline Data Sources

## Scope of this report

# **DATA SECTION (Body)**

## Current Availability of Towing Tanks

* + 1. In Canada
    2. In the United States
    3. Worldwide

## Towing Tank requirements by stakeholders

* + 1. Academia

1. Interview with Professor Mikkelsen, UBC NAME Co-chair
2. Interview with Dr. McKesson, UBC NAME Co-chair
   * 1. Industry
3. Consultation with local Naval Architecture firms
4. Analysis of towing tank operations worldwide

## Operating Expenses of a Towing Tank

## Construction expenses

* + 1. Operating Expenses

# **CONCLUSION**

## Restate Summary

## Summarize Findings Contained in the Report

## Restate Statement of Problem

## Concluding Sentence