**[Delete, Replace: Title in Title Case, Centered, and in Bold: Subtitle is Optional]**

[Delete, Replace: Firstname Lastname]

College of Business, Florida Atlantic University

GEB 3213: Introduction to Business Communication

Dr. S. M. Nielsen

[Delete, Replace: Month Day, YYYY]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with purpose, business, rationale, and importance of right location, 5-7s]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with 2-standout sources info, dates of research,“keywords,” and criteria not used, 5-7s]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with main idea, 1s. Then organizational sentence, 1s.]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with organizational statement, 1s, for 3 criteria using (a) through (c).]

**[Delete and Replace with First Criterion]**

[Delete and Replace with first criterion paragraph using method as shown in Rec Report Matrix document]

**[Delete and Replace with Second Criterion]**

[Delete and Replace with second criterion paragraph using method as shown in Rec Report Matrix document]

**[Delete and Replace with Third Criterion]**

[Delete and Replace with third criterion paragraph using method as shown in Rec Report Matrix document. This last criterion is the one with the accompanying Figure 1 below]

[Delete and Replace with **Figure 1**. See further information in Rec Report Figure 1 document.]

The text should end on p. 4, so References starts on p. 5]

**References**

X