

**All Items in Red should be replaced with your Personal Information**

**A Review of the Current Recycling Plan  
for the \_\_\_\_\_ Department  
of Ningxia University**

**Written by:**

**English Name and Chinese Family Name in Pinyin**

**Student ID #:**

**Your School ID Number**

**Submitted on:**

\_\_\_\_\_

**For:**

**Mr. Don Vestal teacher of Business Communications**

**Word Count:**

\_\_\_\_\_

<b>Contents:</b>	<b>Page numbers</b>
<b>1. Introduction</b>	<b>1</b>
<b>2. Procedures</b>	<b>1</b>
<b>2.1 Public Data Review</b>	<b>1</b>
<b>2.2 Personal Interviews</b>	<b>1</b>
<b>2.3 Personal Survey</b>	<b>1</b>
<b>3. Findings</b>	<b>2</b>
<b>3.1 Public Data Review Results</b>	<b>2</b>
<b>3.2 Personal Interview Results</b>	<b>4</b>
<b>3.3 Personal Survey Results</b>	<b>5</b>
<b>4. Conclusions</b>	<b>6</b>
• <b>Conclusion 1</b>	<b>6</b>
• <b>Conclusion 2</b>	<b>6</b>
• <b>Conclusion 3</b>	<b>6</b>
<b>5. Recommendations</b>	<b>6</b>
• <b>Recommendation 1</b>	<b>6</b>
• <b>Recommendation 2</b>	<b>7</b>
• <b>Recommendation 3</b>	<b>7</b>
<b>6. References</b>	<b>8</b>
<b>7. Appendix:</b>	<b>9</b>