[In the sample report introduction below, I’ve inserted labels in blue type within brackets. These labels may help you see the reader-friendly structure used in the sample reports you critiqued in Week 1. Please apply these features of Plain Language to your report introduction this week.]

To:  ENGL-315-45 Classmates

From: Steven Mance

Date: March 26, 2014

Subject: How to clean the inside of your computer

Keeping a computer clean involves more than just running a virus scan and cleaning up files. Many people forget that the inside of their computer requires routine cleaning as well. Allowing dust to build up inside of your computer can stress the moving parts and greatly restrict the airflow within the tower. Such issues can lead to overheating and a shortened lifespan. [This opening paragraph reaches out to readers in this class, many of whom have never even thought about cleaning the inside of a computer!]

While it may seem like a scary task, cleaning the inside of a computer tower is quite simple as long as the cleaner follows the appropriate steps. I have been a computer enthusiast since I was a child, which means I have cleaned my fair share of computers. By sharing my knowledge on the subject, I hope I can inspire my classmates to take initiative and clean their computers. [In this paragraph, the writer reveals his “credentials” for reporting to us on this topic. He thus assures general readers that the information he’ll offer will be accurate and relevant to the needs of ordinary readers]

The task of cleaning your computer can be broken down into three different sections: [This line leads us general readers gracefully into a list of the main sections of the report—the *blueprint* for the report.]

* Required equipment
* Safety considerations
* Cleaning [This blueprint offers an accurate map, outline, preview, etc., of contents of the document. Use of a blueprint can be helpful to your workplace readers—it allows them to skip sections with which they’re already familiar.]

**Required equipment** [Please note that the first main heading of the document is exactly the same as the first item in the blueprint. Readers can easily find the section of the document they need to refer to, which can save them time.]