checklist for Business Report  MGMT 485/Bartkus

1. The name of the company is ____________________

2. The major strategic issue is (circle the appropriate issue)
   - merger
   - downsizing
   - acquisition
   - divestiture
   - CEO change
   - bankruptcy
   - outsourcing
   - fraud/ethics issue
   - LBO
   - spin-off
   - Entry into new (to them) country

3. The title of the article ____________________________________

4. Article was published in ________________________________
   (Name of PRINTED PERIODICAL)

5. Article was published on ____________________________ (date)

6. Page numbers of article are ______; Author(s) of article ________________________________

7. The company’s stock ticker symbol is ________________

8. I found the company 10k at (check one)  _____ the firm’s website
   _____ the SEC website
   _____ (other webpage)
   Identify the webpage:____________

9. I also used/did not use (circle one) the firm’s website.
   These are the pages on the website that I accessed ________________

10. I have a reference list that follows the format for references as shown in the coursepack.

11. My paper has page numbers.

12. I have attached a photocopy of the article.