**Abstract**

This is a single paragraph, no indentation is required. The next page will be an abstract; “a brief, comprehensive summary of the contents of the article; it allows the readers to survey the contents of an article quickly” (Publication Manual, 2010). The length of this abstract should be 35-50 words (2-3 sentences). NOTE: the abstract must be on page 2 and the body of the paper will begin on page 3.

Memo

To:

From:

Date:

Subject:

Dear [Recipient]:

 Provide a brief introduction (2-3 sentences) to the email you are writing to provide a preview of what will be covered.

**Overview of the data set**

 Provide an overview for the current data set. What variables does it include? Which are qualitative, which are quantitative? What categories are used and why are they used?

**Use of statistics and probability in the real world**

 Include a specific application or two of statistics in the real world. This is a great place for outside research.

**Distributions**

Write a brief introduction (1-2 sentences) about the information you can find in a distribution table. Why is this information useful to AIU?

Then complete the following distribution tables. *Please pay attention to whether you should present the results in terms of percentages or simple counts.*

**Gender**

|  |  |
| --- | --- |
| Gender | Percentage |
| Females |  |
| Males |  |

**Tenure by Gender**

*Please note that you do NOT have to convert these into percentages. You may leave them in a count format.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Under 2 years | 2-5 Years | Over 5 years |
| Male |  |  |  |
| Female |  |  |  |

**Department**

|  |  |
| --- | --- |
| Department | Percentage |
| Information Technology |  |
| Human Resources |  |
| Administration |  |

**Average Extrinsic Value by Gender**

|  |  |
| --- | --- |
| **Gender** | **Mean Extrinsic Value** |
| **Male** |  |
| **Female** |  |

**Probabilities**

 Write a brief 1-2 sentence introduction about which probabilities you will calculate and why the information is useful for AIU.

Then complete the following table. *Please remember to always use the TOTAL number of respondents for your denominator when calculating each probability.*

|  |  |  |
| --- | --- | --- |
| **Classification** | **Count** | **Probability** |
| **Age 16-21** |  |  |
| **Job satisfaction less than or equal to 5.2** |  |  |
| **Female in HR** |  |  |
| **Salaried employee with an intrinsic level greater than or equal to 5.0** |  |  |

**Conclusion**

 Write a brief conclusion that sums up the importance of the information contained in this email. Sum it all up for the reader in a few sentences in the same way you would do in a professional environment!

Sincerely,

Your name

Your title