**Writing a response for statistical analysis problem**

1. State the problem of interest (the research question) and why it’s important to assess it.
2. Note the type of analytic technique you will use to address this research question and why it is the appropriate one to utilize.
3. State the hypotheses (null and research [alternative] hypothesis) using appropriate formatting and symbols. Be sure to state this in words as well as in symbols.
4. Note the criteria selection that you’ll use to evaluate these hypotheses.
5. Identify your data – how is it collected, and its characteristics.
6. Calculate your test statistic and include this finding in the written report. Use both the appropriate format/symbols of presenting statistical outcomes as well and expressing it in English.
7. Make your decision about the hypotheses and state your decision.
8. Write your conclusion in English. Your conclusion should always begin with the appropriate descriptive statistics for your sample (e.g., mean, standard deviation). Once the sample is described, you should describe findings from the statistical test.
9. Offer your policy recommendation to your ‘client’ in English.

Remember that your client has no statistical background or knowledge. They just have a research question and they need you to answer it. You must provide the statistical information in your response that would satisfy other analysts (i.e., have technical information such as sample size, alpha value, etc.), but you must also write your findings in such a way that your client can understand it based on your presentation.

When responding to these questions, you should provide your client with the information presented above and it should be checked for clarity and be typo-free. You should also present a copy of your statistical output as well as your data file for the client’s use.