

Writing Centre

Case Study Template

A case study is an analysis of a situation or problem that is real or hypothetical.

- Written in past or present tense
- Can be historical, medical, business related, etc.

Before Writing:

- 1) Read the case thoroughly, highlighting relevant facts and underlining key problems.
- 2) Identify two to five key problems:
 - Why do they exist?
 - How do they impact the organization?
 - Who is responsible?
- 3) Uncover possible solutions by reviewing course readings, discussions, and research.
- 4) Select the best solution after considering supporting evidence, pros, and cons. Is this solution realistic?

Drafting Your Case Study:

- 1) Introduction
 - Identify the key problems and issues in the case study.
 - Formulate and include a thesis statement, summarizing the outcome of your analysis in one or two sentences.
- 2) Context
 - Provide background information, relevant facts and the most important issues.
 - Demonstrate that you have researched the problems in this case study.
- 3) Alternatives
 - Outline possible alternatives (not necessarily all of them).
 - Explain why alternatives were rejected.
- 4) Proposed Solution
 - Provide one specific and realistic solution.
 - Explain why this solution was chosen.
 - Support the solution with solid evidence:
 - o Concepts from class (text readings, discussions, lectures)
 - Outside research
- 5) Recommendations
 - Determine and discuss specific strategies for implementing the proposed solution.
 - If applicable, recommend further action to resolve some of the issues.