# **Project #5: Report**

The purpose of this assignment is to practice using collaborative writing to deliver information through a common technical communication genre: the report. To do this, you will work with your group from the beginning of Project #4 to choose a solution that will serve as the basis for your report. [For this reason, I **strongly recommend** group sizes no larger than 4.] You will create [CHOOSE ONE: an informational report/a recommendation report] that uses research [CHOOSE ONE: to inform your client about the project/to recommend a course of action to your client after the project has been completed]. The report should refer to the information in your proposal, discussing your initial plan for this project and what happened when your organization executed the plan.

**The revised draft of your report should be 8-10 pages double-spaced, or around 1800-2000 words.**

**To be considered complete, your final draft should include:**

* **Your revised proposal of 1800-2000 words (8-10 pages double-spaced)**
* **Your works cited or references page**
* **Your revision note, which includes a discussion of your revisions**

[NOTE TO INSTRUCTORS: To be successful on the report assignment, **students will need you to help them set parameters.** You can do this in a number of ways, but you must **be clear** with your students about what you expect.

In the first paragraph above, you will see a choice between informational and recommendation reports. Below is an explanation of your choices.

* **Informational Report**: Informational reports document what happens when a team executes a plan. I recommend you choose either a *progress report* (informing the client mid-project how the project is going and whether it will finish on time/on budget) or a *completion report* (informing the client how the project went once it has been completed).
* **Recommendation Report**: Recommendation reports document what happens when a team executes a plan *and* makes recommendations to the client for extending positive results into the future.

You can **either**

1. Choose for your students. You would edit the assignment sheet to read “You will create a recommendation report that uses research to recommend a course of action to your client after the project has been completed.”
2. Help your students choose. You would edit the assignment sheet to read “You will create either an informational or recommendation report that delivers information to your client about your project and may make recommendations for further action.”

Whichever choice you make, **you must help your students understand what these terms mean and how those meanings affect their rhetorical choices for this project.** For help on this, refer to *Practical Strategies for Technical Communication*, Ch. 12, “Writing Informational Reports,” and Chapter 13, “Writing Recommendation Reports.”]

**To get started**, work with your group to talk about the solutions each of you researched for the Proposal assignment (Project #4). Choose one of the solutions your group researched (or a combination of two solutions) as the subject of your report.

You and your group members should exchange contact information and set parameters for work. At minimum, you should decide the best way to communicate outside of class and create a place for you to store shared project files. Your instructor may have other requirements for group work, such as work logs, check-ins, or surveys.

[INSTRUCTOR NOTE: **You are responsible for monitoring group progress and helping students balance the workload between group members**. This means checking in with each group regularly (during in-class sessions is a good time) and giving students opportunities to give individual feedback (such as collecting work logs or surveys as part of your weekly writing activities). If a problem arises between group members, **you are responsible for mediating that problem**.]

Next, you need to create a research plan. Start with the materials your group members gathered writing the proposal, then decide whether you will need additional information to complete the report.

**When you’re ready to begin** the writing process, think about the following:

* How can you use the introduction to the report to summarize accurately the problem you set out to solve and the solution your organization chose?
* If you are writing an informational report, what is the goal? What type of information do you want to deliver to your client or partner organization, and why?
* If you are writing a recommendation report, how will you evaluate whether the project was a success? How can you explain to your reader why this is the appropriate way to evaluate the project? What types of research will be most convincing to your audience?
* How is the project faring, or how did your project fare in terms of meeting your planned budget and timeline? If there were issues, what were they? How did you solve the problems?
* How did your organization’s expertise play a role in the project? Walk your audience through the project steps, at least briefly.
* If you are writing a recommendation report, how will you explain the recommendations you make for the organization? What types of research will be most convincing to your audience?
* How can you use graphics and document design to emphasize your points? Which parts of your report would be most effectively supported by document organization and visual choices?

## Format & Layout

Learn about how to design a report from the course textbooks:

* *Practical Strategies in Technical Communication*
	+ Chapter 12: Writing Informational Reports;
	+ Chapter 13: Writing Recommendation Reports
* *Handbook of Technical Writing*
	+ Reports, “Feasibility Reports,” “Formal Reports,” “Progress and Activity Reports,” “Test Reports”
	+ Report Components

[Insert how you want students to format their paper. As the instructor, you can add more specificity to the prompt but do not change the scope or rigor of the assignment.]

Final submission should be **uploaded on Blackboard** as an Adobe PDF or Word file.

## Sample Assignment Outline

* Title Page
	+ Should follow a formatting style of your choice (APA, IEEE, Chicago, etc.)
	+ Should include (at least) an informative title, your name, and the date
* Introduction
	+ Remind your audience of the original problem you set out to solve.
	+ Remind your audience of the solution(s) chosen for the problem.
	+ State the purpose of the report – if you intend for the report to be informative, state the topic. If you are evaluating the project’s success, state that clearly.
* Body (Number of paragraphs will vary according to project needs)
	+ Describe in detail what happened (or what is happening) when your organization undertook the steps you described in your proposal document. Provide as much detail as is appropriate for your purpose.
	+ Describe any problems (or potential problems) your organization ran into when executing the steps proposed for the project. How did you deal with the problems you experienced?
	+ If you are writing a progress report, what is still left to do?
	+ If the project is complete, what were the results of your evaluation? Was the project successful? In what ways?
* Conclusion
	+ If you are writing before the project is done, what are the next steps? When will you provide the next update?
	+ If you are writing after the project is completed, what do you recommend the client do from here?
* Back Matter
	+ Glossary of terms your audience may need explained
	+ Works Cited page that matches the style you’ve chosen for the document
	+ Any additional information that might be helpful

## Due Dates

|  |  |
| --- | --- |
| **Project Stage** | **Due** |
| Topic Choice | [MM-DD] |
| First Draft | [MM-DD] |
| Peer Review | [MM-DD] |
| Final Draft | [MM-DD] |

## Revision Note

When you are ready to submit your final draft in Week 14, you must include a revision note at the beginning of this document, before your final draft begins. Your revision note must explain the revisions you made to your original draft and why.

## Final Submission Checklist

* We have included a revision note as the first page of our assignment where we explain what revisions we made to our draft and why.
* We have reminded the reader of the original problem and the solution(s) used in the report.
* We have discussed how our project lived up to the original budget and timeline, including describing any problems that arose during the process.
* We have included in-text citations and a Works Cited/Reference page.
* We have formatted our assignment [as our instructor has described.]
* We have saved the document as a .pdf or .docx file for submission.