Module Three Outcomes

Unit Three starts with chapter readings on the components and formatting of formal reports followed by chapter quizzes and homework assignments, which include a preliminary outline of the formal report. Module-level objectives engaged:

**Demonstrate technical control**

* + Demonstrate control in writing Standard English at the following levels: paragraph, sentence, and word.
  + Demonstrate control of grammatical and mechanical (punctuation) elements of Standard English, including the ability to identify errors and correct them.
  + Demonstrate control of word processing formatting and highlighting elements in technical documents/reports.

**Demonstrate critical thinking**

* Read a variety of sources independently, recognize and evaluate bias, and analyze content and type.
* In-class activities prior to the due date for the formal report: review of sample formal reports, lecture on the components of formal reports, Q&A session, short one-on-one conferences. Module-level objectives engaged:

**Demonstrate a variety of communication skills**

* Participate in class discussions and one-on-one conferences.
* Students complete a peer critique for a classmate during the rough draft phase of the formal report. Module-level objectives engaged:

**Demonstrate a variety of communication skills**

* Work collaboratively in peer critique groups, and other small groups, to complete assignments.

**Demonstrate critical thinking**

* Understand the purpose and design of written technical reports commonly used in business and industry.
* Unit three ends with students completing their formal report. Module-level objectives engaged:

**Demonstrate ability to write a credible and analytical formal report** (1800 - 2100 word body) on a fairly new and controversial technically focused topic. The formal report will contain the following elements:

* Evidence of a well-balanced review of the research and literature for the topic.
* A persuasive tone that that poses a solution to the issue under discussion.
* Citations of at least eight worthy, academic secondary sources, three of which must be current scholarly sources.(Note: for the purposes of this course, Wikipedia is not considered an academic secondary source).
* An appropriate and well-reasoned thesis that is clearly stated and quickly identifiable.
* Personal understanding of and engagement with the topic.
* Language which reflects your genuine engagement with the research while still being precise and formal in tone and style.
* Correct use of MLA for documentation of the sources you cite.
* Correctly formatted elements of the report: front matter, body, and back matter.