**Woodard**

**Engr 231**

**Practice Feasibility Report**

Exercise “A”

Practice feasibility report

Note: You will submit a draft of this assignment for peer critique before you submit your final version to me.

* Write a **two-page** feasibility/recommendation report on a subject of interest to you—something for work? Something for home? Make the assignment work for you. Your topic can be serious or funny—it’s the format and quality of writing that I care about. Whatever your topic is, remember that your report needs to be written in a manner that is accessible to a lay person—in other words, a low-tech audience.
* Purpose: to apply your newly acquired technical communication skills to your own writing. To practice writing an effective feasibility report in preparation for our next assignment.
* Layout: use memo heading, single space, block paragraphs.
* Two formatting options—use whichever one works best for you:

1. Follow the feasibility report format in our textbook. The feasibility report sample in our book seems much more like a recommendation report to me. I say this because the author isn’t comparing the pros and cons of several alternatives; she’s simply giving a recommendation and supplying data about that recommendation.
2. OR follow the format used in the student samples and in the Paradigm for Feasibility Reports handout in the Unit One: Part One folder. In this model you discuss the feasibility of two or three alternatives and recommend the best option.

* Determine the Flesch-Kincaid Grade level for your report. Click on the Microsoft Word Help button in Word (upper right corner). Type in “Flesch-Kincaid Grade Level”. Read the instructions so that you know how to have Word calculate this index for your documents and so that you understand the meaning of this index. Note that an ideal index for this class is 10. At the end of your report, type in the Flesch-Kincaid level.
* Write with active/passive-free language. Check your percentage of passive sentences with the readability statistics function in Word. Click on the Microsoft Word Help button and type in “Passive Sentence Percentage.” Follow the instructions for enabling this feature in Word. At the end of your report, type in this percentage.

Helpful Hints:

* Keep in mind the design and structure guidelines in chapters 4 and 5 of our text.
* Remember to check out the sample reports for this assignment, written by former students, in the Unit One: Part One folder.
* Take a look at the Paradigm for Feasibility Reports in the Unit One: Part One folder. This is a great guideline for drafting your report.
* See the peer critique for this assignment to determine if your draft is meeting the assignment specifications.