UNIT THREE

The Formal Report

In unit three, you will complete your formal report/research paper. First, while you continue with your research and drafting of your formal report, we will study the components and formatting of formal reports. We’ll read Chapter 16 on formal reports and Chapter 14 on summaries. Then after completing a rough draft of your report and participating in a peer critique, you’ll complete your report.

You’ll find our detailed class schedule below for Unit Three. Please note:

* All assignments are due by 11:59 p.m. on the date noted in the schedule.
* Submit all assignments in the Unit Three folder under Course Material unless otherwise notified. Scroll to the bottom of the page in Unit Three and click on the folder that says “Assignment Submissions.”
* All assignments must be submitted in Word (.doc or .docx) or RTF format.

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| **Thurs, May 19** | **Class Meets!** Review of sample formal reports and Q&A on formal reports. |
| **Tues, May 24** | **Class Meets! Rough draft of the** **body** of your formal report due for peer critique. The body starts with the Introduction and ends with the Conclusion/Recommendation. Note that, per the assignment specifications, this portion of your report should have a minimum of 1800 words in the final draft of your formal report. For this rough draft, you need a minimum of 1400 words in order to receive full credit. |
| **Weds, May 25** | Read Chapter 14 “Summaries” and complete the quiz questions online. This chapter will help prepare you to write the abstract and executive summary required in your formal report.  After reading this chapter, you will be able to:   * Summarize a long document using step-by-step strategies * Identify the purpose and placement of the four types of summaries: closing summaries, informative abstracts, descriptive abstracts, and executive summaries. * Recognize ethical issues when writing summaries   Complete the multiple choice **quiz** for chapter 14 that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>. Copy and paste your results via Assignment Submissions, Unit Three. |
| **Thurs, May 26** | **Conferences. No regular class meeting.** I’ll be in the classroom during class; come and talk with me if you have questions about your formal report. |
| **Fri, May 27** | **DUE by 11:59 p.m. on Friday**: **Assignment Three Formal Report**. (Note that I won’t count your report late until after 8:00 a.m. on Saturday.)  Submit the final draft of your completed formal report, which includes all front matter and back matter, via Assignment Submissions in Unit Three. |
| **Sun, May 29** | **Read** Chapter 12: “Descriptions”  After reading this chapter, you will be able to:   * Recognize the importance of descriptions in workplace communication * Maintain objectivity in descriptions * Differentiate between product descriptions and process descriptions * Write a long product or process description * Differentiate product or process descriptions from specifications * Compose a set of specifications   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>. Copy and paste your results via Assignment Submissions, Unit Four.  I highly recommend that you also **read** the short chapter on technical descriptions at <http://www.io.com/~hcexres/textbook/desc.html>. There are several wonderful examples of descriptions and easy-to-read instructions for planning a description—definitely a great resource. Consider using this chapter to help you draft your description.  Finally, there are also some interesting models and templates on the companion website for our textbook (the same place you take the multiple choice quizzes). There are mostly specs here rather than descriptions, and they’re very detailed. |
| **Mon, May 30** | In Unit Four on Blackboard, **read the assignment sheet for Exercise D: Technical Description of a Hammer**, and start thinking about your description. **You will complete Exercise D in groups in class on Tuesday**. |