**Woodard**

**Engl 230**

**Assignment One**

Assignment One: feasibility report

This is your second and final feasibility report in Unit One.

* Write a **two-to-three page** feasibility report. Think of something that would make your workplace or school or neighborhood better. Perhaps it’s the purchase of new computers at your office. Maybe it’s a better cafeteria at your college. Could be you need to solve a traffic issue in your neighborhood. Once you’ve come up with a specific topic that will improve your work or school or neighborhood, write a two-to three-page feasibility report to demonstrate the correct course of action that should be taken.

Remember: 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, 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.

* Follow the “Paradigm for Feasibility Reports” model that you will find as a file in Unit One. For examples of this feasibility report formatting see the following:
  + The student sample reports in the Last Half of Unit One that were written following this model.
  + An amazing technical writing website that not only does a very thorough job of explaining the formatting for this type of feasibility report, but also provides several samples. I HIGHLY RECCOMMEND you check out <http://www.io.com/~hcexres/textbook/feas.html>
* Include a comparative table in your report.
* Purpose: to apply your newly acquired skills at writing short informal reports to a specific feasibility report format. To hone those skills.
* Layout: use memo heading, single space, block paragraphs.
* 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.