Assignment Three: The Formal Report/Scholarly Article

Directions

Using the topic you discussed in Assignments One and Two, craft a formal report that includes a 1800-2100 word body (sometimes called the scholarly article portion of a report). The word count applies only to the body of your report that starts with the Introduction and ends with the Recommendation. (In other words, you cannot count any of the words in the Front Matter or the Back Matter.)

You will craft a persuasive/argumentative article that poses solutions to the issue under discussion.

You must have at least 8 academic, secondary sources in your paper, and a minimum of 3 of these must be scholarly sources.

The completed formal report must contain the following elements *in the following order*:

**Front Matter**

\_\_\_\_ Title page

\_\_\_\_ Abstract

\_\_\_\_ Table of contents

\_\_\_\_ List of figures (if applicable: you must use at least one table or figure in this report)

\_\_\_\_ List of tables (if applicable)

\_\_\_\_ List of abbreviations or symbols (you must include either this list or a glossary at the end)

\_\_\_\_ Executive Summary

**Body**

\_\_\_\_ **Scholarly Article**: A third-person narrated text with headings/subtitles that includes the following:

\_\_\_\_ An introduction that includes a thesis and explanation of the

report’s purpose

\_\_\_\_ A discussion of the topic’s background in a way relevant to the

scope of your research and article’s focus.

\_\_\_\_ A discussion of the methodologies people use/d to begin to

measure the topic’s issue or to discover the topic’s

existence/feasibility

\_\_\_\_ A definition/discussion of the issue(s) that your recommendations

will seek to remedy

\_\_\_\_ A discussion of the *findings and conclusions* regarding the impact

the issue(s) has/have upon an industry and/or overall society

\_\_\_\_ An *explicit* discussion of the feasible recommendation(s) people

must consider as they try to determine ways to remedy the topic’s

issue(s)

**Back Matter**

\_\_\_\_ Works Cited

\_\_\_\_ Appendices

\_\_\_\_ Appendix A is FOG index calculation

\_\_\_\_ Appendix B is your biography (can be current or reflect your goals—funny is okay)

\_\_\_\_ Glossary