Professional Report Writing

Description

English 3365 prepares you for writing as a professional person. It focuses on proposals and reports, including literature reviews, recommendation reports, proposals, and oral reports. You will learn report uses, differences, purposes, conventions, and structures. You will also learn a number of different strategies for producing effective reports, including planning, analyzing audience and purpose, gathering data, revising, managing time, and conducting primary and secondary research. You will also develop strategies for effective document design and presenting visual information. Grammar and style will also be covered. You will have the opportunity to develop assignment topics that relate to your own major and interests.

Required text

Purchase the required text from the campus bookstore or another local bookseller:


Course materials online

This document, the course schedule, class notes, and other materials are available online: http://www.faculty.english.ttu.edu/zdenek/courses/3365/spring05/. If changes need to be made to the course schedule, you will find an updated copy online.

Grading

Your final course grade will be calculated according to the table below, using the standard curve of 90-100% = A; 80-89.9% = B; 70-79.9% = C; 60-69.9% = D; 0-59.9% = F. Under no circumstances will grades be rounded up or down.

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<tr>
<th>ASSIGNMENT</th>
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<tr>
<td>Research guide</td>
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<td>Literature review</td>
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<td>Recommendation report</td>
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<td>Proposal</td>
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<td>Oral report</td>
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<td>Class participation &amp; daily work</td>
<td>10%</td>
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<td><strong>TOTAL</strong></td>
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Assignments

Research guide
Identify and describe major library and Internet resources in your field for an audience of other students with your major. Organize and format this information so that other students in your discipline may use the TTU library and Internet for research by following your guide.

Literature review
Define a problem or a need for information and review what published materials say about the issue. Aim for a topic from your major field. Your literature review should not merely summarize the sources you find but analyze and synthesize them, as well as interpret the significance and implications of the problem you’ve defined.

Recommendation report
Write a recommendation report that aids the reader in solving a problem of your choosing. You will choose a feasibility study, a comparative analysis, or a cause-effect analysis. The recommendation report is similar in approach to the proposal report you will write, with the main difference that the recommendation report evaluates several solutions objectively and a proposal argues for one solution.

Proposal
Design and execute a formal proposal on a topic of your choosing. The primary purpose of the proposal will be to persuade, and it will thus differ significantly from the recommendation report. Proposal topics will be drawn from local problems that impact your school, your community, your job, or an organization you participate in.

Oral report
Present your proposal to the class on the day assigned. The oral report will be prepared as a computer presentation.

Class participation and daily work
Complete daily, in-class activities and exercises. In-class work will prepare you to complete the major assignments and to master major course concepts. The in-class work will also jump-start the discussion. We will often begin class with a short writing prompt that will ask you to reflect on the reading assignment. To be eligible to receive full credit on daily work, you should expect to use class time productively and to stay focused the entire period. You will also be assessed on your professionalism, willingness to contribute to class discussions, and collegiality (e.g. willingness to assist your classmates if necessary during in-class activities).

Course policies

- Be prepared for class by doing the assigned reading and writing in advance.
- Submit all major assignments to be eligible for a passing grade.
- Be on time for class.
- Expect to attend every class meeting. The success of the course depends upon your regular attendance. If you are absent more than three (3) times, your final course grade will be
reduced 3% for each absence after three. Six or more absences will warrant a failing grade in
the course. I do not excuse absences.

- See me during the first two weeks of class to discuss your special needs or ADA
  accommodations, if any.
- Expect to participate actively in class discussions.
- Respect the views of others.
- Strive to reduce sources of distraction. For example, turn off or set to vibrate your cell phone
  prior to the start of class. Also, if you need to use the computers for activities that are not
  course-related (e.g. checking email), please do so before or after class only.
- Do not plagiarize. Your work must be your own. If you borrow words or ideas from another
  writer, you need to make it explicit (through proper citation) that the words/ideas in
  question are not your own. If you use someone else’s paper as your own (e.g. a paper found
  on the Internet), you are in violation of the University’s policy on academic integrity (p. 49
  of the University Catalog). Please keep in mind that the penalty for plagiarism can be severe.
  See me immediately if you have questions about the University’s policy on plagiarism.
- Submit your work on time. Late work is penalized 10% per day. Assignments more than five
  days late will not be accepted.
- Feel free to discuss course questions and concerns with me during office hours, by
  appointment, or via email. I will do my best to respond to your email queries within 24
  hours, except during weekends and holidays.