The above attachment has detailed information regarding this assignment. Below is a summary of the required formal elements that make this a formal report:

⦁ Cover Page (optional--the only place where clip-art might be acceptable; understood page zero)

⦁ Title Page (understood page i)

⦁ Abstract (page ii)

⦁ Table of Contents (page iii)

⦁ List of Figures & Tables (required separate page, page iv)

⦁ Executive Summary (page 1--notice the change from Roman numerals to Arabic numbering)

⦁ Body (the actual report, 7-10 pages of double-spaced text, with at least two levels of headings. Paginated with Arabic numerals.)

⦁ Works Cited page (MLA) or References page (APA)

Your report might need a glossary or appendices, depending on the topic and the audience and the purpose and the scope.

Below are two sample student papers. Each author has approached the assignment differently. Which one do you like better? How would you grade each of these assignments based on the rubric? Please remember that the samples I provide are NOT perfect papers. They are simply intended to give you an idea of how you can approach the assignment and what you'd like to avoid in your own paper.

ADDFormalWrittenReportSample.pdf

ManningFWR.pdf

Please note: I will be utilizing TurnItIn to check your papers for plagiarism and other errors. If you have not already, please submit your draft to the previous assignment link to ensure that you have caught as many of your own errors as possible before submitting your final to be graded

Formal Written Report Assignment Sheet

Overview

 Choose a subject from a technical, scientific, or in some cases business field, which interests you and/or pertains to your career. (Note here that it is vital that you choose something that is interesting to you. If you are bored with your topic, then you won’t want to read the research or write the report. If you choose something that is really interesting, then you’ll enjoy reading the research, and it will be easy to write the report.)

Narrow the focus of this subject to some problem or opportunity, thus aiming your report toward an analytical or recommendation report.

You will be conducting secondary (library) research using books, journals articles, and perhaps a few popular magazine articles from reliable sources such as Time, Newsweek, Scientific American, Natural History, and Popular Science. You may also consider conducting primary research such as interviewing scientists, technicians, professors in your field; composing and administering surveys, questionnaires; and/or performing site visits.

Using your problem definition, opportunity identification, or research question, and your preliminary research, compose a proposal for a research project.  (Separately graded assignment; see handouts for models.)

Outline the report and plan its graphics.  Three graphics are a minimum requirement. Two graphics may be borrowed (and cited!), but one must be made by you.  Think about using Excel’s Chart Wizard tool or another tool that is easy to use.