WR227 Homework Assignment
*Research Report Introduction and Summary (drafts)*

**Objectives:** Begin the research report project with a manageable task. Set the “flavor” and general findings of the report.

**Content:** Write the Introduction and Summary (not “Conclusion”!) sections of your research report.

In the Introduction, tell the readers what the report is about. Describe and/or define your topic, and also tell how the report will handle it (“This paper will…” or the like). Use your Outline as a general guide to the report’s future content (do not wait for the graded outline to be returned). A typical Introduction is 2-3 paragraphs long, approximately 150-350 words; usually the “topic” part is the first paragraph(s), and the “paper” part is the last paragraph.

In the Summary, remind the readers what they should have discovered about the topic while reading the report. Do not rehash the structure of the report or the names of the headings, or say trite things like “In this report you learned…”; instead, “Cliff’s Notes” the entire subject material so readers can review just the Summary later. Remember, your report must not be a persuasive document, so do not include an opinionated conclusion, recommendations, or a call to action. The Summary should be 1-2 paragraphs in length, approximately 100-250 words.

Because you are unlikely to have finished your research, these two sections will probably be fairly general. You will have the opportunity to revise them when you assemble the final version of the report.

Write these sections in a formal style intended for a professional-level employer or a university professor. Do not use personal pronouns (you, your, I, me, my), and don’t talk directly to the readers. Define and/or explain any terms, abbreviations, or acronyms that might be unfamiliar to those readers. Be careful with your grammar, spelling, punctuation, sentence and paragraph structure, and format.

If your Introduction or Summary contains material that should be cited, “cite as you write” by inserting in-text citations. Include either a temporary placeholder pointing to a source, or the real APA/MLA in-text citation. The form and format of citations will not be graded in this assignment; whether they are included or not is what will be graded.

HINT: There are several sample technical research reports from previous terms on the website. The instructions when they were written may differ slightly from the instructions for this term, but the reports are still excellent resources for you to see what sort of thing is expected.
Format: Both the Introduction and the Summary must be in the same document (not two files). This assignment must be written in a full-function word processor and saved in one of the usual two approved file types (.doc/.docx or .odt). The file must be emailed to WR227@ClarityCorvallis.com as an attachment to the message.

Your assignment must be formatted so that it could be printed successfully and aesthetically. All text must be in a pleasing 12pt serifed typeface (e.g., Times New Roman or Cambria), black on a white “paper” background. It must be single-spaced with no “padding” (extra space above or below a line) unless explicitly specified. All margins must be 1”; do not use “hanging indents”. On every page, your name – last name, comma, space, first name – must be placed on a single line in the upper-right corner of every page, within the header area (top margin). Use page numbers, centered in the footer area (bottom margin), on every page. (If you don’t know how to do this, use the Help facility of your word processor or ask someone!)

The working title of the paper must appear at the top of the first page, directly below the header area, in unpadded 14-point bold, centered, followed by one unpadded 14-point blank line. The Introduction and the Summary each must be identified by a heading. The headings must be distinct in style from the body text (e.g., bold, centered, bigger font, etc.), and must be followed by one unpadded blank line in the heading’s point size. The Summary must be on the same page as the Introduction, with its heading separated from the end of the Introduction by three unpadded blank lines of the body text font.

You must include the working title of your research report in the content of the containing email, as part of the [required!] descriptive body of the message. (Caution: violations of the “Email Rules” will cost you up to a full letter grade on the assignment’s grade!)

Due date: Your draft must be emailed to Brian at WR227@ClarityCorvallis.com no later than 11:59 p.m. on Saturday, May 18.

Weighting: This draft is worth 20 points, 3% of your final grade. (The final version will be graded as part of the overall Research Report grade.)
WR227 Research Report Introduction and Summary Grading Checklist

Technical writing:
- Document is objective and informative, not persuasive.
- The paper is designed to meet the audience’s needs.
- Introduction introduces the subject and the paper’s handling of it.
- Summary recaps the subject, not the paper.
- No personal pronouns are used, and the reader is not addressed.
- In-text citations or placeholders are included for all citable material.
- All material is clear, concise, complete, and unambiguous.
- Containing email complies with all the Email Rules (up to a full letter grade penalty!).
- Containing email mentions the working title of the report.

Format:
- Basic format (margins, name, page#, font, point size) as specified on all pages.
- Working title is at top of first page, in specified type, with specified blank line.
- Lines of text and paragraphs are not padded.
- Each section has a heading, with distinct and appropriate typography and spacing.
- Introduction and Summary sections are separated by three unpadded blank lines.
- Assignment is single-spaced without padded line spacing.

Overall writing style:
- Formality (inc. word choices) appropriate to audience.
- Grammar, spelling, and punctuation are correct.
- Sentences are constructed well.
- Paragraphs are constructed well, sequence flows in body.
- Work was proofread and peer-reviewed by at least one competent person before being turned in.