WR227 Homework Assignment
Technical Research Report Topic Persuasive Email

Format: This assignment is an email message only (no attachments), emailed to WR227@ClarityCorvallis.com. The entire message MUST obey all the “Email Rules,” as posted on the instructor website and discussed during class.

The content of the message must have fewer than 250 words, including the salutation, complimentary close, and signature. (Note: There are 423 words on this page, not counting the footer.)

Preparation: Before beginning this assignment, look over the syllabi of your other classes this term to see if any requires a term paper, talk to your boss, or think about your interests or hobbies. If you might wish to reuse the WR227 research for another class’s term paper, ask that instructor’s permission. (You may not re-use a paper from a previous term.)

Read all the Future Assignments on the web site that pertain to the Technical Research Report. Get an idea what you are in for – 205 out of the course’s 600 points will come from the Technical Research Report assignments!

Task: Choose a topic for your WR227 Technical Research Report assignment. Your topic must meet the following criteria:
• It must be objective, not persuasive.
• It must be factual, and must be able to be researched using 5-10 reputable online or printed sources.
• It must have sufficient depth and/or breadth to result in a 7-10 page report.
• It must not rely solely on your own experience or preexisting knowledge, although that may inspire the topic and guide your research. You must research this report!
• It must be something you can live with. You cannot change your topic once you have turned in the Outline assignment, even if you find there are insufficient resources to research it.

Write a few short, well-structured paragraphs arranged in a proper persuasive-document order. Explain the topic you intend to use for your Research Report, and convince me – in “4SQ answer” terms meaningful to a WR227 instructor – why I should let you use it. (Please read those bold words again.)

Be very specific about what your paper will be about – remember the Librarians’ warning that it’s easy to bite off too much, and my warning that this must truly be a research report that requires 5-10 sources. Give enough detail that I can get a sense of both the breadth and depth you intend to cover.

State compelling reasons you believe I should approve your topic. Use all the principles and styles of persuasive communication you have learned. Big Fat Hint: Do NOT tell me why YOU want to write it. Tell me why I should be
happy to approve the topic because it does something that makes a WR227 instructor happy. (Please read this paragraph again. Now read it yet again.)

Feedback: I will grade your email and respond with either:
- A “go-ahead” for the topic, or
- An expression of concern and a request for further justification, or perhaps a suggestion that you choose another topic (quickly).

Due date: Your assignment must be emailed no later than 11:59 p.m. on Monday, February 10. Be sure to cc: yourself on the message so that you can confirm that it was actually processed by the mail system. You may also wish to set “delivery receipt” and “read receipt” flags, if your email program provides them.

Weighting: This is the only draft, and it is worth 15 points (3%) toward the course total of 600.

Next Action: Since it is almost certain that I will approve your topic (or a slightly modified version of it), begin your research (and your Technical Research Report Outline assignment, when I give it to you) without waiting for your graded Topic Email to be returned.
WR227 Topic Email Checklist

Note: The points below are not equally weighted, but all are important. The various ratings below will be considered within the context of the overall effectiveness of the email. That overall effectiveness is what will determine the “holistic” grade.

Preparation:
- Relevant Future Assignments on the website were reviewed

Format:
- Sent as email message to WR227@ClarityCorvallis.com
- Message is CC:`d (not BCC:`d) to the student/author
- Subject line exactly as specified
- Salutation is appropriate and punctuated correctly
- Fewer than 250 words inside the message
- Complementary close is appropriate, and typed name is present
- No attachment

General Writing Style:
- Grammar, spelling, and punctuation are correct
- Sentences are constructed well
- Paragraphs are constructed well, sequence flows in body
- Writing is clear and unambiguous
- Writing is concise (no extraneous words or topics)

Technical Writing:
- All instructions followed
- Subject line clearly reflects purpose of email
- In body, reader is immediately aware of purpose of message
- Topic is described in sufficient detail for a decision to be made
- Author’s requested outcome is clearly described
- Arguments are compelling
- Arguments are based on specified audience’s needs rather than author’s
- Audience clearly knows what action is expected of them at end
- That expected action is consistent with objective of the email
- Formality and vocabulary are appropriate for audience