WR227 Homework Assignment

Technical Research Report Outline

Objectives: Write a detailed planning outline for your technical research report. (Please assume your topic is approved unless you have reasons to doubt that). This outline will help you plan the structure, sequence, and depth of coverage of all material that will be in your report… write it so you can use it later! The outline is based on the initial research you have done – it will not be comprehensive at this point, because you have lots more research to do.

This outline must also convey to the readers (your instructor and yourself) the planned structure, content, flow, and depth-of-coverage of your research report. It will be assessed to ensure that your report will be on the right track from the outset, and you will probably use it (or “pump it up”) throughout the project.

Remember that updating your outline as you work on your paper is more than acceptable – it is recommended!

Format: This assignment must be in one of the two approved file formats (.doc/.docx or .odt) and emailed as an attachment to WR227@ClarityCorvallis.com. The subject line and body (salutation, message body, and complimentary close) of the email message MUST obey the Email Rules; they will count toward your grade more heavily than in previous assignments (and this trend will get worse!).

You are free to use the outline format or style of your choice. It must be logical and clear, and the structure of the various levels of information must be obvious. You may use intermixed words, phrases, sentence fragments, and whole sentences as desired. You must have at least two levels (e.g., the equivalent of Roman numerals with capital letters under them) in your outline, not counting the title; a third level will help you substantially in planning your research report.

The outline must be the equivalent of 1.5 single-spaced pages when viewed in “normal” view, i.e., not in Outline mode. (An outline shorter than this is unlikely to contain enough information to help you later). Large typefaces and line spacing in headings do not count toward that requirement.

All margins of the outline must be 1”. All text must be in a legible 12pt or larger typeface. The working title of your research report must appear above the outline itself, centered.

Your last name, a comma, a space, and your first name must be placed on a single line within the upper-right corner of every page, within the header area (top margin). Use page numbers, centered in the footer area of the bottom margin. (If you don’t understand those terms or how to do this, refer to your word processor’s Help facility.) Note: if you are using Word’s Outline view, you will need to switch to normal view to be able to see and double-click in the header and footer areas; switch back to Outline view when you are done.
Content: In addition to the information for your report body, your outline also must contain one-line placeholders for your report’s Introduction and Summary (e.g., I. Introduction and VII. Summary); do not include details for the content of the Introduction and Summary. You also may include placeholders for the Table of Contents and/or References/Works Cited, if you wish. Do NOT use an entry called “Body”; main headings in your report’s “body” each should be a highest-level (i.e., “Roman numeral-level) outline item.

Plagiarism Avoidance: ALL text material in your outline (and report) must be original – only your own words may be included. Information in your outline that comes from your research must be in the “keywords – source” format discussed in class. Do not copy information from elsewhere and paste it into your outline (or your report)! Do not put paraphrased external information into your outline (or your report). Do not use quotations unless the original author’s exact words are critical to present to your reader, and check with your instructor before using them.

All information that you did not already know going into this project must be properly attributed. You do not need to do formal citations in your outline, but your “keywords – source” must clearly show where you learned the information.

Due date: Email your outline as an attachment by 11:59 p.m. on Monday, February 17 to WR227@ClarityCorvallis.com.

Weighting: This outline is worth 30 points, 5% of your final grade. (This is the only draft; you will not revise and resubmit your outline.)
WR227 Technical Research Report Outline Checklist

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

**Containing Email:**
- Email is sent to WR227@ClarityCorvallis.com, file is attached
- Email audience is your instructor
- Email meets specifications (obeys all the “Email Rules” on the website)
- Email body introduces the attachment in an appropriate way

**Format and Mechanical:**
- Margins are all 1”
- Last name, comma, first name in upper-right part of header
- Page number is centered within footer
- 12pt or larger type
- Working title, centered, is the first line of the outline
- Length is the equivalent of at least one and one-half single-spaced pages.
- Document is in correct file type (.doc/.docx/.otd)

**Plagiarism Avoidance:**
- All research results must be in “keyword – source” format.
- Outline does not contain copied or paraphrased material.

**Technical Writing (WR227):**
- Working title reflects type and content of target document
- Material has at least two levels, not counting the title
- First-level topics divide content logically
- Second-level material divides first-level topics logically
- (Third-level material is optional, but will help your planning)
- All topics and material are clear and descriptive
- Each area or entry contains enough detail to be useful later
- Placeholders for Introduction and Summary (not Conclusion) in correct location
- All content of technical report is completely represented
- All material flows in a logical, reader-oriented order
- All non-original words and ideas have source noted (but not formally cited)
- NOTE: Style, spelling, and grammar are not assessed on this assignment!