 WR227 Homework Assignment
Research Report Introduction (draft)

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

Content:  Write the Introduction section of your research report. A typical Introduction is 2-3 paragraphs long, approximately 150-350 words.

In the Introduction, tell the readers what the report is about. In the first half of the Introduction, describe and/or define your topic, and if appropriate, define any terms or concepts the reader must know up front. In the second half of the Introduction, give the reader an idea of how the material will be covered in the report (“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). Consult the examples on the website to see how prior students have handled their Introductions.

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

Write this section in a formal style intended for a professional-level employer or a university professor. Do not use personal pronouns (you, your, I, me, my, our, us), 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 very careful with your grammar, spelling, punctuation, sentence and paragraph structure, format, and other WR95-121 components.

If your Introduction 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.

Format:  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. Do NOT send a link to an online document.

Your assignment must be formatted so that it could be printed successfully and aesthetically. All body 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. Your name and the page number must be in the same font as the body of the paper. (If you don’t know how to do these things, 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 must be identified by a level-1 heading. The heading must be distinct in style from the body text (e.g., bold, centered, bigger, different font, etc.), and must be followed by one unpadded blank line in the heading’s point size.

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 Sunday, February 23.

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 Technical Research Report Introduction Grading Checklist

Technical writing:
- Document well under 2/3 page in length.
- Document is objective and informative, not persuasive.
- The paper is designed to meet the audience’s needs.
- In separate paragraphs, Introduction introduces the subject and the paper’s handling of it.
- 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, text font and point size, name position and font, page# position and font) as specified on all pages.
- Working title is at top of first page, in specified type, with specified unpadded blank line.
- Lines of text and paragraphs are single spaced, and not padded.
- Introduction has a heading, with distinct and appropriate typography and 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.