WR227 Homework Assignment

Research Report Body and Summary (draft)

Objective: Demonstrate your mastery of technical writing skills and concepts by completing another stage of a large-scale project. Show that you can follow instructions, that you can organize and write complex material, and that you can write to connect with a specified audience.

Content: Write the “body” of your research report on your approved topic, structuring it based on your outline. Insert it into the document after your latest version of the Introduction. (The Introduction will not be graded with this draft body, but is important for context). You do not have to use the literal text of your outline as your report’s headings, but headings should logically map to outline topics. (You do not have to turn in a revised outline.)

Place a Summary after the body. In it, 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. The Summary should be 1-2 paragraphs in length, approximately 100-250 words. It must be identified with a level-1 heading.

This must not be a persuasive document; do not include an opinionated conclusion or a call to action. Your report must be balanced, fair, and objective: the reader should have no idea what your position on your topic is.

The audience for your report is your WR227 instructor and classmates; be sure to write your report in a formal style suitable for a professional-level employer or university professor. 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. Be equally careful to follow all the Email Rules when you turn in your assignment – you could face up to a full letter grade penalty on this and future assignments for not following all of the Email Rules.

Note: You must cite all material taken from or inspired by the work of others. You must include all source placeholders in this draft, but they will not be evaluated or graded.

Required content: The body of the report must be between four and seven single-spaced pages long, including the Introduction and Summary. This must all be valid content, with no “fluff/CoolWhip” or excessive white space to inflate its size. This page count includes illustrations and/or illustration placeholders.

Do not include a cover sheet, Table of Contents, or References / Works Cited page in this draft – just your Introduction, body, and Summary, all in a single
Illustrations: You are required to have a minimum of one and a maximum of three relevant illustrations (photos, art, maps, graphs, tables, etc.) that supplement and illustrate your text.

You have a choice of how you will handle your illustrations in this draft and the final version (choose only one method):

- You may download, scan/upload, or electronically create your illustrations and embed them in your report.
- You may leave 4” of blank space as a place holder, and submit the illustrations as hard copy, one per page. These separate illustration pages do not count toward the required page count for the research report.

In either case, you must use appropriate captions (described below).

Format: This assignment must be submitted as a single file in one of the two approved file formats (.docx/.doc or .otd), emailed as an attachment to a properly structured message sent to wr227@ClarityCorvallis.com. A bad email could result in a full letter grade penalty!

Page design: Your report must be formatted so that it can be printed successfully and aesthetically. It must be single-spaced.

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 (top margin). Use page numbers, centered in the footer (bottom margin), on every page. Nothing else should appear in the header or footer.

Typography and Headings: All non-heading text must be in a pleasing 12-13pt serif typeface (e.g., Times New Roman, Cambria), black on white “paper”.

The working title of your paper must appear above the Introduction, in the typeface used for your body text, centered in black 14pt bold, followed by an unpadded 14pt blank line. (You will remove this in the next assignment, Front and Back Matter draft.)

The design of your level-1 and level-2 heading styles is at your discretion. You may use a serif (e.g., Cambria, Times New Roman, etc.) or san serif (e.g., Arial, Calibri, etc.) font, bold or underline (not italic), font size variations, colors, spacing above and below, and/or centered or left-justified placement. Your heading styles must clearly show that level-1 heads are superior to level-2 heads, and that level-2 heads are superior to body text. (This also applies to level-3 heads, in the unlikely event that you need them.)

The assignment must contain level-one sections called “Introduction” (no quotes) and “Summary”; the other level-1 and level-2 headings are at your discretion.
least one level-1 section must contain appropriate level-2 headings. Do not use “Body” as a heading.

**Details of Illustration formatting:**

Illustrations must appear after the text that talks about them. Every illustration must be referenced by number in that text, with a parenthetical in-line reference in a format similar to this: (See Figure 1).

Illustrations (or their 4” empty box placeholders) may appear at the top or bottom of a page (immediately adjacent to the header or footer area), or embedded in the text. The top of an embedded illustration must be separated from text above it by two blank lines in the body text point size. Below an embedded illustration, there must be one blank line in the body text point size before the caption. If text follows an illustration’s caption, it must be separated by two blank lines in the body text point size.

Every illustration or placeholder must have a centered caption – in the text typeface and point size – in exactly the following format:

Figure 1. The Figure’s Title in Initial Capitals (cite-as-you-write citation)

(The citation in this draft does not have to be in APA/MLA format.)

**Due dates:** Your draft must be emailed as an attachment to WR227@ClarityCorvallis.com no later than 11:59 p.m. on Saturday, February 29.

**Weighting:** This body draft is worth 40 points, 7% of your final grade. (The final, assembled version of your technical research report will be worth 85 points, 15% of your final grade.)
WR227 Technical Research Report Grading Checklist

Primary rules of technical writing:
- Document is objective and informative, not persuasive
- Meeting the audience’s needs is the primary criterion
- Objective of document is fully supported by material, subject is explained well
- The Introduction, body, and Summary flow together smoothly
- Illustrations are/will be relevant and will enhance comprehension of text
- All material is clear, concise, complete, and unambiguous
- Terms are defined when audience won’t know them
- In-text citations (informal versions are ok) appear everywhere required

Format:
- Basic format (margins, text font, name, page numbers, etc.) correct on all pages
- Working title of paper appears above Introduction in specified format
- Level 1&2 heads are distinct, hierarchical, and use good typography
- Assignment is 4-7 single-spaced pages, free of “fluff” and white areas
- Report has 1-3 illustrations or placeholders
- Illustrations/placeholders are pre-referenced, sized, positioned, captioned, and spaced as specified

Structure:
- Introduction is included (but won’t be graded)
- Body text is broken into appropriate topics and subtopics
- Body topics and subtopics have clear and appropriate headings
- At least one level-1 heading has level-2 headings
- There is explanatory text between all headings
- Body structure flows well from beginning to end
- Illustrations are referenced before they appear
- Summary is included, and has its own level-1 heading.
- No unspecified or prohibited content is included

Overall writing style (WR95/121):
- Formality (inc. word choices) is appropriate to audience
- Grammar, spelling, and punctuation (commas!) are correct
- Sentences are constructed well
- Paragraphs are constructed well, sequence flows in body
- No rhetorical questions or personal pronouns

Containing Email:
- Containing email complies with all the Email Rules
- Report working title is mentioned in the email