WR227 Homework Assignment

Technical Research Report (final, assembled version)

Objective: Demonstrate your mastery of technical writing skills and concepts by completing a large-scale project.

Process: Revise your Research Report’s Cover Sheet, Table of Contents, Introduction, “body,” Summary, and References / Works Cited to become a unified document. Ensure that all format, content, citation, and style requirements are met. Thoroughly check and proofread (aloud) your entire document, and have it peer-reviewed by one or more capable resources. Ensure that the overall tone and/or effect of your report is objective, not persuasive. Be sure the Introduction, body, and Summary flow together well, and that the Introduction and Summary reflect the final version of the body’s content.

Cite all sources correctly in-text and in the bibliography. Keep paraphrases and direct quotations to less than 10% of the document. Enclose quotations in quotation marks (you should not use a quotation large enough to require the “block quote” structure described in MLA/APA).

Verify that your report is written in a formal style intended for a professional-level employer or a university professor. Do not use rhetorical questions, casual language or slang, personal pronouns, references to the reader or yourself (unless absolutely necessary), or other informal constructs. Define and/or explain any terms, abbreviations, or acronyms that might be unfamiliar to those readers.

Triple-check your grammar, spelling, punctuation, sentence and paragraph structure, and format. Have your report properly peer-reviewed!

Format: Things that are different from the three draft assignments are specified below. Remember that body text and header/footer content must be in a 12-13 point serifed typeface. Pay strict attention to all specifications and checklists in all four assignment sheets!

This assignment must be emailed to WR227@ClarityCorvallis.com as a single attachment in one of the approved file formats. If the containing email message does not comply with the Email Rules, you will be penalized a full letter-grade penalty on the overall Research Report final version grade!

Citation formatting: You must correctly cite all material taken from or inspired by the work of others. You must use in-line (parenthetical) references at the point where the information is used, bibliographic (full) references on the References/Works Cited page(s), and illustration citations as described on the website. Bibliographic citations must be in proper APA/MLA format (including hanging indents, double spacing, and no extra lines between entries). Hint: Look at the example(s) on the Purdue O.W.L. website.
**Illustration formatting:** All pre-references, centering, spacing, captioning, and citing must be correct. In the final draft, you have a choice of how to handle your illustrations (choose only one method for your whole report):

- You may scan or electronically create your illustrations and embed them in your report. Illustrations must be cropped and/or sized to no more than 4” in height, with whatever width is appropriate. All text must be legible.
- You may leave up to 4” of blank space as a place holder, with appropriate spacing and captioning. A frame is optional, but if used, must be centered. Submit the illustrations as hard copy. You do not need to scale the illustrations to fit in a 4” space. You must write your name on each illustration page, and must write the figure number below each illustration.

In both cases, be sure to use proper spacing above the illustration, before the caption, and after the caption. Ensure your illustrations are near the text that mentions them.

**Title of paper:** The title of the paper must appear only on the cover page. Remove the working title that you placed above the Introduction in earlier drafts.

**Due dates:** Your assembled final version must be emailed to WR227@ClarityCorvallis.com no later than 11:59 p.m. on Sunday, March 15. **Late reports cannot be accepted after Wednesday, March 18.** Any hard copy illustrations must be handed in during one of the previous class sessions or at the Final Exam, or may be scanned and emailed before the assignment’s due date.

**Weighting:** The final Research Report is worth 90 points, 15% of your final grade.
WR227 Technical Research Report Final Version Checklist

All Draft checklist items have been verified:
- Introduction/Summary draft assignment checklist verified
- Body draft assignment checklist verified
- Front/Back Matter draft assignment checklist verified

Basic format:
- Basic format (margins, name, page number, body text font) correct on all pages
- Report title appears only on the cover page
- All Table of Contents page numbers are correct, all level-1 and -2 headings are included.

Illustrations:
- Illustrations or 4” placeholders are included
- Each illustration is pre-referenced
- Illustration captions, spacing, and formats are correct
- Hard copies of any “placeholdered” illustrations turned in

Citations:
- All in-text citations in place and properly APA/MLA formatted
- All bibliographic references in place and properly APA/MLA formatted
- All illustrations cited properly per instructions on the website

Overall writing style:
- Paper flows well beginning to end
- Introduction and Summary reflect final wording of paper
- No rhetorical questions, slang, personal pronouns, or talking to the reader

Containing email:
- Containing email conforms to every one of the Email Rules