EN 110 – ORAL & WRITTEN COMMUNICATION

Instructor: Dr. George J. Searles

TECHNICAL REPORT ASSIGNMENT

Read Chapter 11 in the textbook and complete a roughly 20-page technical report. Your topic does not have to be technical in nature; you can write about anything you want. In fact, it makes sense to choose a topic that really interests you, one you already know something about. But the report must adhere to technical report format and conventions, which are fully explained in the book. The report should be divided into five sections and should include at least five visuals and at least five sources, not counting the sources of the visuals. The report is due at the last class, but you must have a completed rough draft (including full MLA documentation) to show me and discuss at your individual conference near the end of the semester. In addition, you must deliver a five- to ten-minute oral presentation based on your report. A printed schedule for conferences and orals will be provided in class.

Follow the checklist on pg. 219, reprinted here.

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**Checklist**

Evaluating a Long Report

An effective long report

- is accompanied by a transmittal document (memo or letter);
- includes certain components:
  - Title page that includes the title of the report, name(s) of author(s), name of company or organization, name(s) of person(s) receiving the report, and the date
  - Abstract that briefly summarizes the report
  - Table of contents, with sections titled and page numbers provided
  - List of illustrations, each numbered and titled, with page numbers provided
  - Glossary, if necessary
- is organized into sections titled in conformity with the table of contents, covering the subject fully in an orderly way;
- is clear, accurate, and sufficiently detailed to satisfy the needs of the intended audience;
- uses plain, simple language;
- maintains an appropriate tone—neither too formal nor too conversational;
- integrates effective visuals—tables, graphs, charts, and the like—each numbered and titled in conformity with the list of illustrations;
- includes full documentation (bibliography and parenthetical citations) prepared according to MLA or APA format;
- contains no typos or mechanical errors in spelling, capitalization, punctuation, or grammar.