

# **Technical Writing Assignment: Documenting Solutions (15%)**

Due Date for Draft: uploaded to Moodle before class on Nov. 13 or Nov. 15, depending on your course section for in-class Peer Review workshop.

Due Date for Final Draft: Nov. 20 for Section B/Nov. 22 for Section C

## **Overview:**

The fifth assignment asks you to write a Recommendations or Feasibility Report providing the solutions to the fourth assignment, Technical Writing: Describing Problems.

This technical writing assignment will build on background context and research that you gathered from that assignment.

We have learned about recommendation reports and feasibility studies but if you wish to scan ahead you can refer to this reference:

<https://pressbooks.bccampus.ca/technicalwriting/chapter/longreports/>

## **Learning Objectives and Goals:**

For this assignment, you will also learn, practice and apply the following:

- Analytical thinking and reading
- Advanced research and writing skills
- Write clear descriptions and explanations
- Applying the Action approach
- Thinking about how to design and present your material so that it is clear and easy for readers to understand
- Self-assessing your writing and using your assessment to guide improvements in your work.

## **The Assignment**

Description of Solution: Please note that for this assignment you will be following the guidelines covered in this required reading:

Feasibility/Recommendation Report

<https://www.prismnet.com/~hcexres/textbook/feas.html>

For this assignment, you will be writing EITHER a Feasibility OR a Recommendation Report. This report is the second step, following your MEMO where you outlined the problem that you are focusing on.

In this document, you are either going to assess the “Feasibility” of the solution that you are proposing OR you will be reviewing the “Recommendations” that you are proposing as a solution to the problem that you identified.

Your report should be 4-6 pages (12 point font) and must follow APA format. Be sure to include the research that you completed in the Problem MEMO as your evidence backing up the Feasibility or Recommendation that you are making.

Your purpose in this assignment is to convince a mixed audience (technical and non-technical) that your proposed solution or improvement to the problem is the top one.

## Revision Checklist for Feasibility and Recommendation Reports

At your in-class peer review session (Nov. 13 Section B/Nov. 15 Section C), you and your partner will go over the following points. You want to be certain that you are clear on each of these points as you revise your report and then submit your final copy.

As you reread and revise your feasibility or recommendation report, watch out for problems such as the following:

- Write a good introduction in which you indicate the situation and the audience and provide an overview of the contents.
- State requirements--those factors that influence the decision or the choice of options. (And remember to state how important requirements are in relation to each other.)
- Indicate how the field of options was narrowed to the ones being compared.
- Organize the comparison of the options using a clear point-by-point method.
- At the end of each comparative section, state the best choice in terms that point of comparison.
- Include a summary table, if possible, in which you summarize all the key data in table form. (For example, see the [summary table](#) in this report that provides laptop computer recommendations.)
- Provide technical background, if necessary for understanding the comparative discussion.
- Discuss the background on the problem or opportunity--what brought about the need for the report. Here you should be referring back to the first part of this assignment, the MEMO where you outlined the problem.
- Include strong sections of definition, description, or both, as necessary, using the guidelines on content, organization, and format included in the link to the reading listed above.

- Include a conclusions section where you restate all the key conclusions from the comparison section.
- State secondary conclusions in the conclusions section--and based them on requirements that you state in the requirements section of the report.
- State a final conclusion in the conclusions section--one that states which is the best choice.
- Include a recommendation section where you make the recommendation. Briefly mention the key factors influencing the recommendation.