This is supplementary material for the Julianne Newmark and Tiffany Bourelle webtext "Fostering Community through Metacognitive Reflection in Online Technical Communication Courses," published in *Kairos: A Journal of Rhetoric, Technology, Pedagogy*, 26(2), available at http://kairos.technorhetoric.net/26.2/praxis/newmark-bourelle/index.html

English 219 – Analytical Report Assignment

Purpose
For this assignment, you must write an analytical report about a local problem in your community. Your analysis must include research on the topic and a methodology for how you are studying the problem.

Description
For the assignment, pretend that you work for a consulting firm that has been hired by to analyze a problem in the community. Community leaders may have heard residents complain about the problem; however, they don't have a firm grasp of how bad the problem really is. They want *you* to do a careful and thorough analysis of the problem.

This isn't a proposal; therefore, your focus is not to give a thorough plan for a solution. Your client is asking for some brief recommendations, but the focus of your report is analyzing the extent of the problem so that they can get a comprehensive understanding of the nature of the problem in the community. (Please do *not* use the same topics as the example projects: DWI, minimum wage.)

You may write about problems in the city, county, campus, or your particular neighborhood. However, I don't want you writing about regional or national problems. You must focus on *local* issues. You must address a specific audience. Your audience could be the Albuquerque City Council, the president of UNM, the sheriff, the school board, etc.— but it must be a real audience. Don't say, "I'm writing to inform the residents blah, blah, blah." No, I want you to imagine that you have been hired to produce this analytical report for a specific audience. Identify your audience on your title page by noting: "Prepared for…."

Your report must be a minimum of 1,000 words in length.

Format
As we've learned, the presentation of the information—and not just the written texts—is important in technical and professional writing. Therefore, I expect you to organize and design your project as if you were writing an analytical report for your intended audience, taking into consideration the elements of design (balance, alignment, grouping, consistency, and contrast).

Also, I want you to include at least two informational graphics (chart, table, etc.), which make information you provide more accessible. See Chapters 18 and 19 for more information about designing documents, charts, tables, etc.

Feel free to take advantage of the templates and resources of Microsoft Word when creating your reports. Microsoft Word has user-friendly tools to create charts and tables, as well as numerous templates to help you format your report.

Research
For this project, you will need to conduct research. Please cite your sources (using MLA style). This is a research report; therefore, I will pay careful attention to how you attribute the information you have found through research.

Special Features of this Assignment
Chapter 10 of *Technical Communication Today* provides detailed explanations of writing analytical reports. While you have some flexibility of what to write about and how to present it, your report must reflect the guidelines expressed in the chapter.

In your analytical report, you must include:
--Introduction
--Methodology
--Results
--Discussion of the results
--Conclusion with recommendations

Note: For graphics, if you use art from another source, you must provide documentation to properly attribute where it came from. Do not simply insert graphics because they look cool and have some peripheral connection with your topic. Your graphics should support what you're saying in the report and make the information in the report more accessible.

Assignment Submission
You will produce two parts for this assignment: the recommendation report and your reflection discussing the rhetorical choices you made while designing the document.

When you turn in your assignment, you will give me your portfolio URL. Within your portfolio, you should include the project as well as the reflections. Your assignment will need to be submitted in the appropriate medium; therefore, you can attach it to your webpage.

Grading
Your analytical report assignment is worth 100 points (10 percent of your final grade). The actual report is worth 90 points. Your reflection is worth 10 points.

Evaluation
I will grade your projects using the following criteria:
Addresses Intended Audience—10 percent
Quality of Research—15 percent
Organization & Inclusion of required information and content—20 percent
--Introduction
--Methodology
--Results
--Discussion of the results
--Conclusion with recommendations
Quality of technical writing &
Conventions/Editing(spelling,
punctuation, usage, etc.)—20 percent
Methodology—5 percent
Multimodal design/formatting—20 percent
Reflections—10 percent