Assignment 4a: Informative Report Outline

**E-copy:** **due in the Learn dropbox by 10:00 p.m. on Sunday November 25 for instructor feedback and grading**

Assignment Objectives Aligning with Course Objectives:

* recognize and draft an academic informative-report outline
* paraphrase, summarize, quote, synthesize, and document sources to avoid plagiarism
* use academic vocabulary in context
* choose appropriate mechanical and grammar structures to achieve accuracy in writing
* Develop efficient reading and text-evaluation strategies to support academic writing.

In Assignment 4a, you will complete a report outline, receive feedback and a grade. The following week, you will use your marked outline to create a clear, concise, and complete report in which feedback will be provided by your peers.

**Topic**: This outline is the initial plan of a report on establishing a peer-mentorship group for the English for Multilingual Speakers (EMLS) unit at Renison University College.

**Audience**: The creation of a peer-mentorship group will be undertaken by the EMLS instructors, under the advisement of EMLS student advisors. You have been tasked with advising this audience on how to create a viable mentorship group for students in your circumstances.

**Task**: The EMLS instructors have requested a report from individual undergraduate EMLS students to complete the following:

* describe the need for an EMLS peer-mentorship group
* provide an example (or examples) of an outstanding and existing peer group currently active at Renison, the University of Waterloo (UW), another Canadian university, or at a university in your home country
* Make recommendations based on the model group(s) or program(s) in order to create an EMLS peer-mentorship group.

How Your Assignments Will Be Graded

Assignment 4a, the report outline, is worth **10% of your final grade.**

Your outline must meet the following criteria. You need to:

* Provide the information required using **a formal sentence outline** (see the example that follows)
* Use an APA title page, document format, citations, and a references page
* Use section headings to organize your outline’s information (see Model 5 on p. 202 in LEAP)
* Do not use “I” and be sure to follow formalization guidelines
* Double space your writing
* Use Times New Roman 12-point font
* Include a word count and a Turnitin Similarity Report Percentage
* Proofread carefully
* Prepare your file as a Word document.

**The Short Informative Report Outline**

1. **Introduction (1-2 paragraphs):** 
   1. **Context statement and definition sentence:** A hook or attention-grabber **sentence** that leads into a definition **sentence** about “peer-mentorship” in a university context
   2. **Background information:** 2-3 **point-form details** about the value of good peer mentorship in a university context and the current state of student support in the EMLS unit
   3. **Purpose statement:** A specific **sentence** about the audience, its request, and the report’s main finding or recommendation
2. **Driving forces (1 paragraph):** 
   1. **Topic sentence:** A statement that introduces the reasons behind the EMLS unit’s decision to establish a peer-mentorship group for current and previous EMLS students
   2. **A list of reasons:** 3 **point-form details** (cited information if available)

**1.**

**2.**

**3.**

* 1. **Summary statement:** a **sentence** to sum up the reasons

**Description (paragraph one):** The description of the current conditions of the EMLS unit’s service for its EMLS students OR the description of the first comparable and exemplary peer-mentorship group or program at Renison, UW, another Canadian university, or an international university

1. **Topic sentence:** A **sentence** that introduces current problematic conditions or limitations
2. **Supporting details:** 2-4**point-form details** about these conditions or limitations (cited information if available)

**1.**

**2.**

**3.**

1. **Summary statement:** A **sentence** that identifies the value or importance of creating a peer-mentorship group for EMLS students at Renison

**Description (paragraph two):** The description of the first or second comparable and exemplary peer-mentorship group or program at Renison, UW, another Canadian university, or an international university

1. **Topic sentence:** A **sentence** that identifies a specific peer-mentorship group or program
2. **Supporting details:** 2-4 **point-form details** about the group or program’s purpose and activities (cited information if available)

**1.**

**2.**

**3.**

1. **Summary statement:** A **sentence** that identifies the value or importance of this model group or program’s purpose and activities to the EMLS unit’s mentorship plan
2. **Recommendations:** a list of 4 numbered recommendation **sentences** for the EMLS-instructor audience with regards to their creating of an EMLS peer-mentorship group or program.

**1.**

**2.**

**3.**

**4.**

**References (on a separate page)**

(APA formatted and listed alphabetically by author’s surname or website title with hanging indent)