

Writing Skills for Engineering

Project — Writing a recommendation report

(Collaborative task—in pairs and threes; no individual work)

In pairs/threes, you will write one of three 900-word sections of a report. This will then be added to the sections written by the members of two other groups to make up the final report.

Together you are expected to proceed through the three stages of the writing process (pre-writing, writing and post-writing), and practise the different writing techniques learned as you write a different type of genre.

Topic: Suggest improvements within your school (FIB) and general academic environment (UPC). Identify and list problems in different areas, and make recommendations to solve them.

Schedule for project development

Pre-writing stage (Group and class work): 30 April - 7 May

Setting up groups, group and class discussion to agree on a common outline, assigning parts to groups.

1. Brainstorming topic, exploring reports
2. Stating audience and purpose
3. Gathering information, considering style and tone
4. Outlining sections, topics and subtopics

Submission: Complete outline, via Racó, 7 May 2019

Writing stage (Group work): 7 May - 21 May

Drafting the body of the report, sharing and revising content with the other groups, drafting the introduction and conclusion sections.

5. Writing body paragraphs
6. Structuring the text
7. Drafting the introduction and conclusion sections

Submission: Complete first draft, by hand, 21 May 2019

Post-writing stage (Group work): 23 May - 30 May

Revising the document according to feedback, peer review.

8. Revising content, organisation, vocabulary
9. Editing, proofreading

Submission: Final report, by hand and via Racó, 30 May 2019