Work Plan for Formal Report

5%

Due: Week 9

Instructions:

1. As a group, fill in the fields below
2. Write in complete and correct sentences for parts C, D, E and H. Point form is acceptable for the other parts, but use detail so that the reader can clearly picture your plan
3. Submit the Work Plan as a MS Word Document through Dropbox.

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1. Group Members

Mariia Staforkina - 301052981

Eduardo Sanchez - 300987998

Paulo Chain - 300998034

Md Abul Mahamud - 300646946

Soyeon Park - 301010940

1. Report's Topic

The Advantages of Using Digital Textbooks over Printed Textbooks in Learning Institutions

1. Report's purpose: (Identify the purpose of this report.)

Explain to the reader the main advantages of digital textbooks over its printed substitution and encourage their use in learning institutions.

1. Report's Audience: (Identify the audience of this report.)

The intended audience of this report is academic people.

1. Sources and Methods of Data Collection: (Identify how you will collect data for this report. Remember that you will need to reference all your sources using APA format)

Our team will collect information from various sources including books and e-books of Centennial College Library and online sources, such as peer reviewed journals and articles.

1. Draft - Report Outline: (Identify the major and minor sections of your report)

Introduction

Background information of digital textbooks

Use of digital textbooks in learning institutions

Body

Advantage 1 - cost saving

Advantage 2 - environmentally friendly

Advantage 3 - students’ comfort (no waiting time, portability, interactive aspect)

Application of digital textbooks at Centennial College (examples)

Conclusion

Summary of all the advantages

Recommendations

1. Schedule: (Develop a schedule that effectively and equally divides the work amongst group members.)

|  |  |  |
| --- | --- | --- |
| Task | Owner | Due Date |
| Do preliminary research on the topic | All team members | July 8, 2019 |
| Introduction | Chain, Paulo | July 14, 2019 |
| Section 1 | Mahamud, Md Abul | July 17, 2019 |
| Section 2 | Sanchez, Eduardo | July 17, 2019 |
| Section 3 | Staforkina, Mariia | July 17, 2019 |
| Section 4 | Park, Soyeon | July 17, 2019 |
| Conclusion | Kang, Wenxu | July 21, 2019 |
| Revision | Paulo / Mariia | July 23, 2019 |

1. Anticipated Challenges: (List potential challenges.)

The major challenges our team may face during the report preparation are: lack of sources, shortage of time, differences in schedules, miscommunication inside the team.

1. List of Sources: (Identify the title and author of the sources you will use.)

Source 1:

* Title: EBooks and accommodations: Is this the future of print accommodation?
* Author: Cavanaugh, T.

Source 2:

* Title: The future of eBooks? will print disappear? an end-user perspective.
* Author: van der Velde, W., & Ernst, O.

Source 3:

* Title:. Emergence of ebooks and related managerial issues: A preliminary study
* Author: Chao, C., & Lu, F. V.

Provide a sample in-text citation and reference list entry for above sources.

Source 1:

Today there are numerous online libraries and bookstores that distribute electronic books, articles, documents and other forms of text for free or for sale (Cavanaugh, T., 2002).

Cavanaugh, T. (2002). EBooks and accommodations: Is this the future of print

accommodation? TEACHING Exceptional Children, 35(2), 56-61. doi:

10.1177/004005990203500208

Source 2:

Ebooks have been adopted by libraries because of their ability to extend catalogs and provide convenient access point to users (van der Velde & Ernst, 2009).

van der Velde, W., & Ernst, O. (2009). The future of eBooks? will print disappear? an

end-user perspective. Library Hi Tech, 27(4), 570-583. doi:

10.1108/07378830911007673

Source 3:

Ebooks started to threaten traditional printed books not only by its benefits, but because they are environmentally friendly. The usage of traditional books should be reconsidered (Chao & Lu, 2011).

Chao, C., & Lu, F. V. (2011). Emergence of ebooks and related managerial issues: A

preliminary study. International Journal of Business, Marketing, and Decision

Sciences (IJBMDS), 4(1), 117.