**Group Technical Report Topic Proposal**

For the Group Technical Report Topic Proposal, I would like each of you to identify a potential direction for the final report that you will share with your group members. You will begin this process through our in-class prewriting activity. Having explored several possibilities based on the Final Report options, your area of study, your group members, and your interests, you will select one of these to consider further.

You will present the idea to your group members, explaining your idea in detail. This will be your opportunity to make the idea meaningful for your group members, so you will want to include specific detail without overwhelming your reader. It will be necessary to consider the audience using those great questions that the class suggested during our discussion of the rhetorical situation (rhetorical triangle).

As you develop your explanation, you might consider the following questions:

1. Which of the options have you selected?
2. Why did you make this selection?
3. What interests you about this selection?
4. What specific aspect of the option would you like to pursue (think narrowed focus)?
5. What interests you about this focus?

After you establish the genesis for the idea, you will explore the idea in more depth, providing insight into how you believe this focus can be developed within the report. You might think about the following as you are considering the “how you want to get there” portion of the project:

1. Where would you like to take the focus?
2. What areas of discussion might be interesting to explore? Why?
3. What areas of discussion might be relevant for multiple fields of study?
4. How might the focus be applicable in the real world? How is the focus relevant?
5. What might you do with the information collected and presented? In other words, what are the applications of the focus?

Once you have described the focus, you will indicate the benefits for your group members. In other words, you will illustrate why and how this idea would be appropriate and feasible for your group based on the varying fields of study represented within the group and/or shared interests. Again, you might consider the following questions:

1. Why should the group adopt this direction (what’s in it for them)?
2. How is this focus relevant for the group members?
3. How might each group member be able to use/develop this focus?
4. Where does each group member fit into this conversation?

Finally, you will acknowledge the limitations associated with this focus, indicating how those might impact your group members and how you might address those concerns. You will explain in this section how and why the focus remains feasible even with these considerations in mind.

Please remember that this proposal is intended to encourage your group members to select your topic and focus for the report.

The components of this report will include the following:

**Introduction**

In the introduction you will set the stage for the proposal, which will be in memo format. You will explain what the proposal will cover as well as what it is intended to do. What do you hope to accomplish my presenting the information in the proposal?

**Presentation of Option**

Briefly explain the option that you have selected, providing the context for that decision. In this section you will identify both the broad option from the list provided and the more specific focus that you have selected based on the class activity and any additional preparation (prewriting, research, etc.).

**Description of Focus**

Develop an account of the topic and focus that specifies what the report will do and how it will do it. This section is devoted to providing a description of the focus for the report that will make your intent clear to your readers. You will sufficiently explain what ideas could be developed in the report and how you would like to proceed with that objective in mind.

**Justification for Focus**

This is the point at which you will “sell” the focus for the report. You will explain how the focus will be relevant for each member of your group, speaking to how the possible sections of the report might be adopted by specific group members. What aspects of the report would be appropriate for each member of the group – how would each member have a place in the discussion?

**Limitations for Focus**

For this final section of the proposal, you will identify the possible limitations associated with this topic and focus, explaining the significance of each. You will, then, explore how those concerns might be addressed. This section provides a chance to acknowledge that the idea may not be “full-proof” and explain why it is still viable.

Having completed the primary aspects of the proposal (memo), you will include a brief paragraph that provides a forward-looking statement, offers to provide help and/or further information, and presents contact information.