ECE 3390 Technical Writing

Coppersmith, V2

**Assignment #3: Exploratory Report**

For this assignment, write a 3- to 5-page report evaluating at least two different technological solutions to a problem at a specific company.  This company can be one you have worked at or one you create.

Assume your boss has asked you to do some preliminary research on two or three different options for \_\_[fill in your topic]\_\_ .  After you present your preliminary findings, she will convene a committee to research the options in more detail and make a final recommendation.

This is an exploratory report.  Its purpose is not to make recommendations, but rather to explore and evaluate facets of a particular issue, as we did in class with cloud computing.

You will be graded in part on your choice of topic.  Keep in mind that your report should explore and evaluate for a real-world purpose: It must have a narrow, specific audience and it must serve a purpose for that audience. Be sure your topic requires some depth of thought/analysis and is not readily available on hundreds of websites (as in, don’t choose to describe the differences between an iPad and a Kindle).

Include the following in your report:

1. A brief description of the company you are writing this report for (one to three sentences), including its area of business, size, and any other factors relevant to the report.
2. An introduction that states the purpose of the report, the options compared, and a brief statement of your findings.
3. Thorough analysis of two or more options where each has pros and cons.
4. A conclusion that summarizes the options and discusses them in light of the needs of the company.

Use formatting cues to make the report easier to read, including headings, sub-heads, bullets and numbers. Make your text single-spaced, with double spaces in between paragraphs. (Note: the default spacing in Word is 1.15 spaces between lines. Change this to 1.0 using the spacing icon with up and down-facing arrows in the Paragraph tab of the toolbar.)

Incorporate at least 3 graphics in your report. Each graphic must have a number and a descriptive title: Figure 1: Title, Table 1: Title, etc. Reference figures and tables in the text of your report.

Research at least 5 sources for your report. You will reference them in-text and include a Works Cited page at the end of your report with your sources formatted in correct APA style. (See [www.citation.machine.net](http://www.citation.machine.net).)

**Length**: 3-5 single-spaced pages with graphics. 750 word minimum.