

Week 9: Workplace Communications - Reports**OVERVIEW**

This session is designed to provide you with an opportunity review reports as a form of written workplace communication. More specifically your team will give oral progress reports on your Assignment 3 team project, then plan and commence writing a written progress report to go in your eFolio.

OBJECTIVES

By the end of this session, you will:

1. have an improved understanding of the nature of written reports in general
2. be able to plan and write an written progress report that is an effective and appropriate document

Preparation:

- (Individual) Read
 1. The Week 9 ePub
 2. "Online Technical Writing: Progress Reports" _
<http://www.prismnet.com/~hcexres/textbook/progprep.html>
- (Team) Prepare a short (max 5 min.) oral presentation reporting on your team's progress with Assignment 3.

PART 1: Oral presentations reporting on team progress with Assignment 3

- Each team to provide an oral progress report (no visual aids required, but can have them if they choose to), of no more than 5 minutes for each team. Teams may decide how many people actually speak (anything from one presenter to all presenting is ok).

PART 2: Written progress report

- Your tutor will review the basic structure of a progress report, using the material from the "Online Technical Writing: Progress Reports" website (see above), pointing out what aspects are common to all reports. See also Week 9 Lecture notes and example documents, which include as examples recommendation report, report on product/solution, report on research project.
- In your Assignment 3 teams, you will start working on a written progress report. You should use the Word document template provided as a starting point (download from Moodle) but you should adapt this template, as there is no one single correct structure for any report.

(Note that you are to produce a traditional written report that is a stand-alone document, not an online progress report, as in the examples on <http://www.prismnet.com/~hcexres/textbook/progprep.html>)

eFolio Requirement: Subsequent to the tutorial, each student should get a copy of whatever has been produced by the team during the tutorial and complete their own version of the Progress Report. Any team member who is absent must put an appendix onto the report with their progress to get marks for the eFolio item.