Writing Assignment #3

**Research Report to a Decision-maker**

**Assignment Summary**

You must write a **Research** **Report** on the topic that you introduced in WA #1, the **Proposal** **Memo**, and for which you gathered and reported on and reviewed your research sources in WA #2, the **Synthesis** **Literature** **Review**. Your research report is the culmination of the work you have done with WA #1, the Proposal Memo and WA #2, the Synthesis Literature Review. Your **Research** **Report** must be at least **2000** **words** **long**. In your Research Report, you will do the following for your readers:

* + **define a workplace or community (neighborhood)problem persuasively and accurately.**
  + **propose one or more possible solutions to the problem or issue.**
  + **present one or more possible solutions to a clearly identified decision-maker (or group of decision-makers) who can implement the recommendation(s) you make for solving the problem or addressing the issue.**

**How WA #3, the Research Report relates to WA #1, the Proposal Memo and WA #2, the synthesis Literature Review**

In the **Proposal** **Memo** you decided upon a suitable topic (a workplace or community problem and one or more possible solutions) and introduced your topic to a decision maker (or group of decision makers). In the **Synthesis** **Literature** **Review** you gathered research sources about your topic, identified themes related to the topic within your sources, and discussed how the sources related to each other in their treatment of the themes you identified (this is synthesis). Now, in the **Research** **Report**, you must *present an explanation and discussion of your topic’s problem(s) and why the problem(s) need to be addressed* – **supported by your research** – *and offer one or more possible solutions* – **supported by your research**. You will now have identified a problem, researched sources to get expert views about the problem(s). and offered one or more solutions to the problem – supported by research. You will have moved from identifying a problem to research the problem and possible solutions to reporting upon your research and findings to a decision maker.

**What You Must Provide for WA #3, the Research Report**

1. **Your report presents a clearly defined workplace or community (neighborhood) problem (supported by research) and offers one or more possible solutions (supported by research).**
2. **Your report follows the approved report template/guide and contains all the components required by the assignment instructions.**
3. **Your review uses American Psychological Association (APA) 7th edition citation style for citing sources within the text of your paper and in providing a reference page.**
4. **Your review meets word length requirements and follows correct business style.**

**Checklist to Guide you in Completing your Research Report**

1. **Components necessary for the Research Report:**

* **Letter/memo to the decision-maker** *(separate page from body of report)*
* **executive summary** *(separate page from body of report)*
* **title page**
* **table of contents** *(separate page from body of report)*
* **introduction**
* **body of the report including headings and subheadings**
* **conclusion(s) drawn from research findings and discussion**
* **recommendations for implementation of the solution(s)**
* **References page, with references listed in APA format** *(separate page from body of report)*

1. **WA #4, Research Report, Requirements:**
2. **The complete report should be a minimum of 2000 words long, not including the list of references.**

1. **The complete report should also cite at least NINE (9) sources. At least FOUR (4) of them should come from peer-reviewed, scholarly journals. The sources will be integrated into the paper to explain the problem, provide evidence of the problem, and support the solution.**
2. **In the report, you will do the following:**
3. **define the problem persuasively and accurately**
4. **propose a solution or solutions to the problem or issue**
5. **present that solution to a decision-maker or group of decision-makers who can implement the recommendation.**

**Be sure to review the sample Research Reports in the Content area of the WRTG 394 classroom for examples of how fellow students have successfully completed this assignment that can offer you guidance and ideas for completing your assignment.**

**GRADE OF A Assignment Task:**

**To earn the grade of “A,” you should complete another assignment for this research report. The instructions for that assignment can be found in both the Sample Assignments area of Content in the 394 classroom, as well as in the WA #3, Research Report, assignment folder in the Assignments area of the classroom.**