

Report Introduction: Working Draft

Due: Friday March 17

Submit via Blackboard

Worth 5%

Length: 1 ½ to 2 pages, double spaced

Now that you have chosen a topic and started your research, it is important to start the preliminary work on your report. In order to ensure that you are not leaving your work until the last minute, this assignment asks you to create a draft of your report's Introduction section.

Many people find the Introduction to be the most difficult part of the report to write—this is normal. For this reason, you should consider the product of this assignment to be a working draft—one that will likely change in terms of its content and approach as you continue to work on the body sections of the report. Remember, this is normal, and to be expected!

While this is a draft of your Introduction, you should still pay close attention to content, writing mechanics (spelling, grammar, etc.), and to the overall structure of the Introduction.

Your working draft should be approximately 1 ½ – 2 double-spaced pages in length. You are not required to incorporate research into your Report Introduction. However, if you do, it must be properly cited and a References List must also be attached.

If you are working in a group – only one Introduction is required to be submitted, but please make sure that the names of all group members appear on it. Because you will all receive the same marks, you should all contribute to the creation of the Introduction, and you should all be involved in editing the document.

The Writing Assessment Rubric will be used to evaluate this task.