

## Letter of Intent/Report Proposal

**DUE: FEB 15**

**SUBMIT VIA HARD COPY IN CLASS**

**WORTH: 5%**

The first step towards the creation of your final report for ENL 2019T is to select a topic that will allow you to write an interesting, detailed, and informative report. Because writing a report can very easily become overwhelming if the topic is too large, on one hand, or too restrictive, on the other, it is important that you begin the process of narrowing the scope of your ideas by proposing a topic. You have free reign when it comes to creating a topic for your report, but it should be connected to your field of study.

You may work on your report – and all of the steps that lead up to it, including this Letter – individually or in groups of 2-3. If you choose to work in a pair or group, only one of you needs to submit the assignment.

Not only does this assignment serve as a starting point for the development of your report, but it also allows us to review the mechanics of one of the most fundamental technical writing and business documents: the formal block-style letter.

Your Letter of Intent should follow the proper block-style letter writing format (see notes from Week 3). It should also clearly propose your topic, use a formal and professional tone, and show attention to detail in terms of the mechanics of technical writing (format, structure, punctuation, grammar, spelling, etc.)

The content of your Letter of Intent should address the following questions. I recommend using a separate paragraph for each of these three sections:

### Introduction

- What format have you chosen for your report: Problem-Based Proposal, Feasibility, or Comparative with Recommendation
- What is the proposed topic for your report? What are you going to tell the reader about?
- Why did you choose this topic? Why is it interesting

### Body: Supporting Information

- Project Details:
  - What is the situation/context?
  - What are you trying to prove?
  - What ideas/concepts will you analyze?

o If you are writing a comparative report, what is your context and what are your criteria for comparison?

- What do you expect the scope of your report to be? What criteria or conditions will you be using to limit the focus of your report?
- What do you think will be your outcome/solution/recommendation?

### Conclusion

- Sell your topic to me! Convince me that it is a great topic!
- Request action (ask me to approve your topic!)

**The Sender's Address:** You should use the following as the Sender's Address for your letter:

Your First and Last Names (include the names of both students if working in a pair)  
Student of Your Program  
Algonquin College 1385 Woodroffe Ave.  
Ottawa, ON, K2G 1V8

**The Recipient's Address:** You should use the following as the Recipient's Address for your letter:

Ms. Laura McHugh  
Professor of Technical Communications  
Algonquin College, Room B311A  
1385 Woodroffe Ave.  
Ottawa, ON, K2G 1V8

**Signature(s):** Don't forget to sign your letter before you submit it! Marks will be deducted from the formatting section of the rubric if the signatures are missing!

**Evaluation Criteria:** I will be using the 'Writing Assessment Rubric' on BlackBoard (under course information) to grade this assignment. Please review the criteria to ensure you can achieve full marks.