**Western Governors University**

**C768 Technical Communication Task 1**

**Main Scenario for All 3 Tasks:**

You have recently been hired to work in your current field of study. Your new manager has informed you that the organization values innovation and asks that new employees write a white paper on an emerging technology, practice, or process in the field they studied in college. She has told you that after you write the white paper and post it on the company’s internal SharePoint site, you will also be creating several additional reports for different audiences: an executive summary, a press release, a FAQ, and a multimedia presentation that you will deliver to colleagues in your department. You will also need to write an email inviting your colleagues to your multimedia presentation.

1. Describe your organization. Make sure you include the following information:
2. Products or services your organization produces.
3. The size of your organization and its number of locations.
4. The industry of which your organization is a part.
5. Identify the emerging technology, practice, or process that will be the subject of your white paper, and then review at least 3works that have been written about your subject in the past five years. You will use this research to inform your white paper.

*Note: These other works may include interviews, white papers, research studies, or other types of work by industry professionals.*

1. Write a summary for each of the 3 works that you reviewed. The summary should include the title of the work, a discussion of the main topics, and an explanation of why the information is important.

C. Create a white paper, as defined in the learning resource for this course, that discusses an emerging technology, practice, or philosophy that is related to your academic field of study. This white paper will be reviewed by your immediate supervisor, as well as several thought leaders in your organization. The white paper should be 2-3 pages long and must include the following:

1. A thorough explanation of your chosen emerging technology, practice, or process, based on your research.

2. A compelling argument discussing how the emerging technology, practice, or process could benefit your organization.

D. Explain how the diction in the white paper is appropriate for its audience.

E. Acknowledge sources, using in-text citations and references, for content that is quoted, paraphrased, or summarized.

F. Demonstrate professional communication in the content and presentation of your submission.

**Note:** you should not move on to Task 2, since Task 2 will not be evaluated until Task 1 passed.

**C768, Task 1**

**Author’s Full name, Including Middle Initial**

**Western Governors University**

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## **Organization Description**

**<**Heading only; **NO CONTENT REQUIRED HERE.** The content goes into A1, A2, and A3 below.**>**

## A1. Products or Services Produced

<Add your content here>

## A2. Organization Size and Number of Locations

<Add your content here>

## A3. Organization’s Industry

<Add your content here>

# Emerging Tech, Practice, or Process Chosen

**<NO CONTENT REQUIRED HERE.** All content goes into B1, below.**>**

## B1. Summary and Importance

<Add your content here. Do 2 things: (1) Write a summary for each of the 3 works that you reviewed. The summary should include the title of the work and a discussion of the main topics; (2) Present an explanation of why the information is important.

The research summary includes at least three that are relevant to the white paper, and each source summary includes its title, discussion of main topics, and an explanation of why the information is important.

See Lesson 4.4 for more on Research Skills>

# White Paper

<Add your content here, or upload separately and state the filename.

Expected length is 2-3 pages covering C1 and C2 below. Separate subsections are not needed because the white paper itself must cover these items:

C1. A thorough explanation of your chosen emerging technology, practice, or process, based on your research.

C2. A compelling argument discussing how the emerging technology, practice, or process could benefit your organization.

See **Lesson 1** and **Lesson 4: Constructing White Papers**. The White Paper should include all of the parts discussed in the text: **Cover page**, **Executive Summary**, **Introduction**, **Body**, **Conclusion/summary**, and **Page numbers** and **Copyright** in the footer.

Your point of view, or context, is up to you. For example, you could consider yourself a new employee introducing a new idea/technology/product/process to the company.>

# Explanation of Diction

<Add your content here. Discuss things like word choice/jargon, tone, register (level of writing formality) and purpose.

See **Lesson 1.1: The Writing Process** and **Lesson 4.3: Technical Writing Components**.>

# Sources

<Add your content here. All sources and their in-text citations should appear in APA format.>

Tip: Great APA site: <https://owl.english.purdue.edu/owl/resource/560/01/>

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**F. Professional Communication**

**What to do:** Your submission must be created with proper professional clarity, organization, and mechanics. This isn’t just grammar but the overall quality of what you’re presenting. Are paragraphs well-formed and contain industry-based information? Does the material flow in a logical pattern and are the headings easy to locate?

Note: Use a grammar checking software (Like the free version of Grammarly) to locate errors you might have in your submission.

Note: Your submission must be your original work. No more than a combined total of 30% of the submission and no more than a 10% match to any one individual source can be directly quoted or closely paraphrased from sources, even if cited correctly. Use the Turnitin Originality Report available in Taskstream as a guide for this measure of originality.

[Grammarly](https://www.grammarly.com/?q=brand&utm_source=google&utm_medium=cpc&utm_campaign=brand_f1&utm_content=76996511046&utm_term=grammarly&matchtype=e&placement=&network=g&gclid=Cj0KCQjw9JzoBRDjARIsAGcdIDVIuFe9c33tSvQwsR0qYHNXVp_gHBNu1rNNdSIiQZyvZyTJRkyrwKkaAgMBEALw_wcB) is recommended for checking articulation.

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