

Technical Writing Best Draft Shortcuts

Find the key links for each of the Best Draft Submissions below. Be sure to follow the additional links on these pages for more information on the projects.

Project Proposal Form

Choose a website for a local business, nonprofit, organization, or other group, and propose that site as the topic for your Recommendation Report by completing the proposal form.

[Website Requirements](#) ● [Submission Form](#)

Audience Analysis Form

Analyze the audience for your recommendation report (the decisionmaker who can implement your ideas) and the audience for the website itself. Record your answers on the analysis form.

[Submission Form](#)

Technical Description of a Design Concept

Compose a technical description of one of the most significant design principles that relate to your site. This description will become part of the Methods section of your Recommendation Report.

[Technical Description Assignment](#) ● [Criteria](#) ● [Submission Form](#)

Design Principles Resources

[Visual Design Basics](#) ● [Visual Design Elements and Principles](#) ● [8 Basic Principles of Design](#) ● [Universal Principles of Design](#)

Instructions to Analyze Design Concepts on Your Website

Write instructions that explain how to analyze each page of the site for use of design principles. Use adequate detail that someone else can duplicate your analysis. This how-to document will become an Appendix in your Recommendation Report.

[Instructions Assignment](#) ● [Criteria](#) ● [Submission Form](#)

Oral Presentation to Pitch Your Recommendations

Compose and record an oral presentation video (no longer than 3 minutes) that pitches your recommendation. Create a transcript of your presentation for accessibility purposes. Your transcript will become a first draft for the intro section of your Recommendation Report.

[Script Assignment](#) ● [Slides Assignment](#) ● [Criteria](#) ● [Video & Transcript Submission Form](#)

Formal Recommendation Report

Write a formal recommendation report (15-18 pages) that identifies the website you examined, outlines your research methods and results, draws conclusions about improving the site, and finally makes a recommendation to your audience.

[Outline Assignment](#) ● [Report Criteria](#) ● [Submission Form](#)

Front Matter Assignments

[Letter of Transmittal](#) ● [Title Page](#) ● [Abstract](#) ● [Table of Contents](#) ● [Executive Summary](#)

Body Assignments

[Introduction](#) ● [Methods](#) ● [Results](#) ● [Conclusions](#) ● [Recommendations](#)

Back Matter Assignments

[References](#) ● [Appendix](#)