**Intructions for Exercise 9**

**Eng.2007 OL F17**

##### **Overview**

In Exercise 9 you will practice **constructing analytical report/proposal and writing Executive Summary**.

This exercise functions as part of developing a business report/proposal. You have been working on collecting information to develop this document and now, you will work on constructing a substantial document together but write the Executive summary on your own.

This assignment will be based on your reading Lesson 9 and collaborating with your group.

##### **Goals**

By completing this exercise, you will practice

1. Construct and edit an analytical report/proposal.
2. Practice collective writing methods
3. Write an executive summary

These goals align with the following module level goals

1. Define the purpose and key components of an analytical report/proposal. [CG]
2. Construct an analytical report/proposal. [CG]
3. Practice collective writing methods. [CG]

##### **Task**

In this writing exercise you are asked to construct an analytical report/proposal described in Lesson 8 and compose an executive summary described in Lesson 9.

##### **Completion**

You should construct document draft (with your team) as a formal report/proposal with the appropriate headings and content elements and insert the executive summary (you compose individually) into the document.

**Exercise 9 is due by 11:59 pm on Sunday, 10/29/’17.**

##### **Evaluation**

Your submission will be evaluated based on how closely it reflects

* professional tone and format of analytical reports/proposals,
* coherence/flow of the document
* strength of analysis
* standard American English.

##### **Formal requirements for the team report/proposal:**

1. The report should include the following parts:
2. Title fly
3. Title page (the submission date is the exercise submission date)
4. Table of contents
5. *Executive summary (composed by you individually)*
6. Introduction (sketch)
7. Body
8. Ending
9. Bibliography (titled as Works Cited and formatted in MLA style) and optionally, any other supplementary parts your team deems to be important

##### **Suggestions:**

1. At this point, you should ***worry only about***
* a relatively unified look as far as the consistency of the fonts and other graphic components are concerned (This can be the concern of the individual clean up for a later stage of the revision.)
* the overall organization and coherence of the content, with a sensible flow/trajectory,
* making sure that there is some sense transition between the different parts, so the overall report is coherent (just signal this when appropriate and will clean it up later), and
* coming up with conclusion/recommendations (sketch),
* and composing the executive summary. (This should be the focus of your individual work.)
1. You ***do not*** have to ***worry about***
* the nuances of the formatting like lining up the table of contents perfectly with the page numbers and the formatting nuances. You will still work on this later in a cleaner version for the second major assignment,
* matching the styles of writing exactly among the different members’ contributions (you will work on this later on).
1. See the attached sample reports of successful solutions.