Assignment #7
Analytical Report
ENG 271

Description
Write an analytical report that is a recommendation report or a feasibility report. You may write your report on any topic you wish. See pages 768 and 769 in the textbook for topic ideas.

Due date
• Before the start of class on Tuesday, November 29
• Submit via e-mail to gretchen.haas@mnsu.edu
• Include “ENG 271 <your first name> <your last name> Report” in the subject line

Learning Outcomes/Evaluation Criteria
• Clearly articulate a purpose statement in your report
• Write a report that is analytical – not merely informative
• Show evidence of your engagement in critical analysis:
  o Pose the question(s) you will address in the report
  o Search appropriate sources to address those questions
  o Evaluate and interpret your findings
  o Articulate your evaluative criteria
  o Draw conclusions and make recommendations
• Follow the format of analytical reports that we reviewed in class
• Your report should show evidence that you have considered other subjects we have addressed in class:
  o Audience, purpose, and context analysis
  o Information organization
  o Information design
  o Clear, descriptive title
  o Secondary source research (including scholarly sources)
  o Use a single citation style

Rhetorical Choices Paper Prompts
Use the following prompts to help you write your paper on the rhetorical choices you made when assembling your report, and feel free to write about other rhetorical choices you made too.
• Who is the audience of this report? Why would they be interested in reading your report?
• Why did you decide to write about this topic?
• Was it easy, not-too-hard, or difficult to find sources for your report? Which source did you find the most useful?
• Reflect on your analysis. Which criteria ended up being the most important in your analysis? Was it difficult to evaluate your findings?
• Was it difficult to come up with a recommendation?
• Did you choose to include a visual? Why or why not? If you included a visual, why did you choose to include this particular visual?

There are not any wrong answers in this part of the assignment. The only way you can receive less than full credit on this portion of the assignment is by cutting yourself short and not fully documenting your rhetorical choices.