Assignment #6
Report for Decision Making/Analytical Report
ENG 271

Description
Write an analytical report. You may write your report on any topic you wish, though I expect you to write it on the topic you proposed with Assignment #3.

Due date
• Before the start of class on Thursday, April 27
• Submit via e-mail to gretchen.haas@mnsu.edu
• Include “ENG 271 <your last name> Report” in the subject line

Learning Outcomes/Evaluation Criteria
• Write a report that is analytical
  o Your report is not merely informative or persuasive
  o The spirit of your report is based in inquiry
  o You make a recommendation in your report
• Clearly articulate a purpose statement in your report
• Incorporate a structure for decision making by clearly articulating the bases upon which you have made your recommendation
• Create a compelling argument for your recommendation
• Include appropriate front and end matter such as, but not limited to, a table of contents, an abstract/executive summary, and a works cited page
• 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 and headings
  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.