

LAB WORKBOOK

WRITING ASSIGNMENT FOR LESSON 8014-P A SHORT REPORT

Your assignment for Lesson 8014-P is to write a complete short report. You have two choices regarding the content of your report.

THE ASSIGNMENT

- Choice #1 Select the topic yourself. (You may write about a project on which you have actually worked, or you can find an article to use as background for this report.)
- Choice #2 Write a report about "gypsy parts." For background, use the accompanying article, "Be Careful When You Buy Auto Parts."

After you have selected Choice #1 or Choice #2, follow these steps:

INSTRUCTIONS

1. Determine what your assignment will be. In this project what are you asked to do?
2. Determine what kind of problem or need would prompt a company to give you such an assignment.
3. What kind of company are you working for and what is your position in the company? (To answer questions two and three, you may need to use your imagination.) If you are imagining a company (instead of writing from actual experience) give the company a name.
4. Determine who your readers will be and what information they will need from you.

So far, the assignment calls for thinking out your answers.

Now the steps require writing:

For steps 1,2, and 3, use the Two-Part Outline.

1. Write an Audience Chart.