

Model your chart on "Chart of Audience Analysis" in Lesson 8014.

2. Write a "Chart for Heading and Foreword." Follow the figure of Lesson 8014.
3. Write a chart of the Discussion. Follow the figure "Chart of Discussion Components" of Lesson 8014. Then chart the summary, using the figure "Chart for Writing a Summary."
4. Write a first draft of the entire report.
5. Edit the draft.
 - A. Make sure each sentence is clear.
 - B. Correct the grammar, punctuation, and spelling. (Refer to 8016 for rules of grammar and 8018 for editing procedures.)
 - C. Use lists, tables, graphs, and "bullets" whenever you can.
6. Make a final copy of the report.

You are encouraged to write the report about your own projects.

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When you have finished the report, send a typed or handwritten double spaced copy to CIE and keep a photocopy of the report for yourself.

Send in all charts used in the preparation of the report.