

WRITING ASSIGNMENT FOR LESSON 8024-P AN INVESTIGATION REPORT

This writing assignment is to accompany the lesson 8024 Investigation Reports.

THE ASSIGNMENT

You work in a general electronics repair shop. The firm is expanding. Mr. A. Brock, the head of the repair division, has given you the following assignment: As the shop expands, the firm wishes to have a standard, basic set of tools to supply each technician in the shop. You are to conduct an investigation and make a report containing your recommendations for the tool set. Your assignment is to write the report and submit it to Mr. Brock.

INSTRUCTIONS

The report should be typed if at all possible. If not, it must be written neatly in ink.