

## Team Report Instructions

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Comm 1010 SLCC

### General Description

Each team will submit ONE report.

Writing the report must be a team project. All members must participate.

The report must have a consistent tone. That is, it should read as if one person had written it.

All members are responsible for the accuracy of the report. Read each others' contributions to be sure you agree to what you are submitting.

### Use of References

You are required to use five references from the text and other reliable. You will cite your references in two places in your report.

In the body of the report, cite references in parenthetical notation, included right in the same sentence where you refer to the material

At the end of your report, include a section titled Works Cited in MLA format. Here you will list your sources in alphabetical order, according to authors' last names. Use the guide in the learning packet for correct MLA format.

Before writing a document to submit, it's important to analyze the occasion and the audience you are writing for.

### Occasion Analysis

This report requires a professional style of writing. You are expected to follow a specific format, with a professional appearance. Your document should have a consistent tone throughout, so proofread each team member's work carefully. The document you submit makes a statement about who you are, so be sure your document reflects the best you can be.

Write in appropriate business language. Your report should explain academic concepts in a style that is easy to read. Grammar, punctuation, and spelling need to be flawless. A sloppy style will probably convince your audience that it's not worth reading any farther than the executive summary.

#### Audience Analysis

Your primary audience (intended reader) is me, your professor. A potential secondary audience might be other students. I will be looking for evidence that

you have successfully completed all the steps of the reflective thinking problem solving sequence

your problem analysis was conducted thoughtfully, using effective critical thinking and analysis

your proposed solution is achievable and will solve the problem adequately

your report includes all the required content

your report follows the required format

#### Format for the Report

Typically, each company has its own preferred format for proposals. For this class, please use the following format. Include a heading for each section except the title page.

Title Page: On the title page, center the following information. Each item should be on a separate line, single-spaced:

a short title for the problem your group selected

(skip two lines)

submitted by

list all actively participating group members, in alphabetical order by LAST name

(skip one line)

college name

class and section

date submitted

Table of Contents: List each section in order (flush left). List the page number for each section on the right side of the page.

Executive Summary: Don't let the title of this section intimidate you. This section is actually just a preview of the contents of your report. It should be placed on a page by itself.

In paragraph form, explain each section of the report. Be brief, but include the most important specifics from each section. This summary allows a busy executive to quickly determine whether the report is worth reading.

Project Description: Write a two paragraph overview of what your group accomplished. Identify the problem. Describe your group's purpose and why it's important to find a solution to the problem.

Methods: Begin this section with an introductory statement, explaining that your team used the reflective thinking process to arrive at a solution. Briefly describe the purpose of the reflective thinking process (in general, not as applied to your project). Then explain that you will describe each step your group took in accomplishing your purpose (e.g., what your group did at each meeting), and will provide a brief description of your group's end-product.

For each step in the PAC-BOY Dewey Reflective-Thinking Sequence create a subheading. Under each subheading include a detailed description of your team's findings. Remember to discuss (in the section explaining your final solution) potential limitations of the solution (which you uncovered when you discussed what could possibly go wrong with your solution) and how you will manage them if they occur.

Conclusion: Your conclusion will include a brief recap of your main points, along with a statement about why your solution is excellent.

#### Works Cited

Include a complete bibliographical reference for the text, and any other materials you have cited in your report.

## Appendices

You'll attach two appendices. Each appendix should have its own title at the top of the page.

a copy of your Team Contract

a copy of your Comparison Chart which you used to analyze your potential solutions

Your Member Participation Evaluations will be handed in separately (for my eyes only).

Here is a review of the steps you'll need to address in the Methods section.

Use the "PAC-BOY" acronym to remind yourself of the order of the steps:

Part I: P= Problem

State your problem question

"What is the best way .... "

Part II: A = Analyze the problem

Describe your research about the problem. Summarize what you learned about each of the following:

Characteristics of the problem

Stakeholders

History

Policies/politics

Resources available

Part III: C=Criteria

List the criteria you'll use to evaluate your proposed solutions.

What is your general goal?

List at least seven realistic criteria that your solution needs to conform to

Some of these criteria should include references from class materials

Part IV: B=Brainstorm

Brainstorm possible solutions

List all the solutions you brainstormed

Some of these solutions should include references from class materials

Part V: O = Organize

Organize your solutions into a chart that will help you choose the best.

Explain how you narrowed your solutions to your top five to seven

Explain the chart you used for analyzing the solutions. You may either insert the chart here or include it in the attachments section.

Answer the question: "How does this solution excel over the other solutions that you proposed?"

Discuss potential negative consequences and how you will minimize them.

Revise your solution if necessary.

Part VI: Y = Yes we can!

Choose the best solution and implement.

Describe how you plan to implement the solution.

This plan must be realistic (something that you as students could actually do in the available time frame).