**RTW 405- REPORT WRITING - Term Project Topics**

**Below are some situations and related tasks for writing reports. Choose one and write a technical document on the basis of these situations, Or decide on the topic of your term project yourself.**

**Project 1: Solving a Workplace Problem**

If you have experienced working in a company ( as an employee or internship) so far, or you are still working, identify a problem in the company and explain the reasons of the problem. Then, offer solutions for this problem by consulting the officials involved to ask for their opinions and advice. **Your Task:** Write a recommendation report. Address your report to the manager.

**Project 2: Solving a Campus Problem**

In any organization, room for improvement always exists. Your college campus is no different. You are the member of a student task force that has been asked to identify problems and suggest solutions. In groups of two to three, investigate a problem on your campus, such as inadequate parking, slow registration, poor class schedules, an inefficient bookstore, a weak job-placement program, unrealistic degree requirements, or a lack of internship programs. Within your group develop a solution to the problem. If possible, consult the officials involved to ask for their input in arriving at a feasible solution. Do not attack existing programs; instead, strive for constructive discussion and harmonious improvements. **Your Task.** Write a recommendation report. Address your report to the college president.

**Project 3: Recommendation Report: Developing a Company E-Mail and Web-Use Policy**

As a manager in a midsized financial services firm, you are aware that members of your department frequently use e-mail and the Internet for private messages, shopping, games, and other personal activities. In addition to the strain on your company’s computer network, you worry about declining productivity, security problems, and liability issues. Although workplace privacy is a controversial issue for unions and employee-rights groups, employers have legitimate reasons for wanting to know what is happening on their computers. A high percentage of lawsuits involve the use and abuse of e-mail. You think that the executive council should establish some kind of e-mail and web-use policy. The council is generally receptive to sound suggestions, especially if they are inexpensive. You decide to talk with other managers about the problem and write a justification/recommendation report.

In teams of two to three, discuss the need for an e-mail and web-use policy. Using the web, find sample policies used by other firms. Look for examples of companies struggling with lawsuits over e-mail abuse. Find information about employers’ rights to monitor employees’ e-mail and web use. Use this research to determine what your company’s e-mail and web-use policy should cover. Each member of the team should present and support his or her ideas regarding what should be included in the policy and how to best present your ideas to the executive council. **Your Task.** Write a convincing recommendation report to the executive council based on the conclusions you draw from your research and discussion. Decide whether you should be direct or indirect.

**Project 4: Improving Student Fitness**

Your college management is considering ways to promote student fitness and morale. Select a possible fitness program that seems reasonable for your college. You may consider a softball league, bowling teams, a basketball league, lunchtime walks, lunchtime fitness speakers and demos, college-sponsored health club memberships, a workout room, a fitness center, nutrition programs, and so on. **Your Task.** Assume that your supervisor has tentatively agreed to one of the programs and has asked you to write a recommendation report to suggest the best option.

**Project 5: Travel Opportunities: Report Comparing Two Destinations**

 You are planning to take a two-week trip abroad sometime within the next year. Because there are a couple of destinations that appeal to you, you are going to have to do some research before you can make a decision. **Your Task:** Prepare a lengthy comparative study of two countries that you would like to visit. Begin by making list of important questions you will need to answer. Do you want a relaxing vacation or educational experience? What types of services will you require? What will your transportation needs be? Where will you have the least difficulty with the language? Using resources in your library, the Internet, and perhaps travel agencies, analyze the suitability of these two destinations with respect to your own travel criteria. At the end of the report, recommend the better country to visit.

**Project 6: Research Report Assisting A Client In A Career Choice.**

 You are employed by open Options, a career counseling firm, where your main function is to help clients make career choices. Today a client came to your office and asked for help deciding between two careers – that you had been interested in. **Your Task**: Do some research on the two careers and then prepare a short report that your client can study. Your report should compare at least five major areas, such as salary, working conditions, and education required. Interview the client to understand her or his personal preferences regarding each of five areas. For example, what is the minimum salary the client will accept? By comparing the client’s preferences with the research material you collect, such as salary data, you will have a basis for concluding which of the two careers is best. The report should end with a recommendation. ( Note: see the website for career-related information: [www.bls.gov/coo](http://www.bls.gov/coo))

**Project 7: A Ready-Made Business: Finding the Right Franchise Opportunity**

After 15 years in the corporate world, you are ready to strike out on your own. Rather than building a business from the ground up, however, you think that buying a franchise is a better idea. Some of the most lucrative franchise opportunities, such as major fast-food chains, require significant start-up costs – some more than half-million dollars. Fortunately, you have met several potential investors who seem willing to help you get started in exchange for a share of ownership. You can raise from $350.000 to $600.000, depending on how much ownership share you want to concede to the investors.

**Your Task:** to convene a formal meeting with the investor group, you need to first draft a report outlining the types of franchise opportunities you’d like to pursue. Write a brief report identifying five franchising that you would like to explore further. For each possibility , identify the nature of the business, the financial requirements, the level of support the company provides, and a brief statement of why you could run such a business successfully. Be sure to review the information you find about each franchise company to make sure you can qualify for it. For quick introduction to franchising, see How Stuff Works ( [www.howstuffworks.com/franchising](http://www.howstuffworks.com/franchising)). You can learn more about the business of franchising at [www.franchising.com](http://www.franchising.com) and search for specific franchise opportunities at FranCorp Connect ( [www.francorpconnect.com](http://www.francorpconnect.com) ). In addition, many companies offer additional information related to franchising opportunities on their websites.

**OTHER TOPICS EXPLORED BY THE STUDENTS BEFORE:**

● “A detailed strategy for increasing attendance at the meetings of a club the student belonged to”

● “Feasibility of Using a Computer Database to Catalog the Art Department’s Slide Library.” The student wrote this feasibility report at the request of the chair of the Art Department.

● “Expanding the Dietetic Services at the Campus Health Center: A recommendation report.” The student wrote this report to the college administration at the request of the part-time dietitian employed by the Health Center.

● “Improving the Operations of the Gift Shop at Six Flags over Georgia.” The student who wrote this recommendation report had worked at this shop for a summer job; she imagined that she had been hired by the manager to study its operation and recommend improvements.

● “Upgrading the Monitoring and Communication System in the Psychology Clinic.” The student who wrote this report imagined that she had been asked by the Psychology Clinic to investigate the possibility of purchasing equipment that would improve its monitoring and communication system. All of her information about the clinic and the equipment were real.

**REFERENCES**

Anderson, P.V. (2011). *Technical Communication: A reader-centered approach*. 7th ed. p.695 (Project 19-22)

Bovee C.L. & J.V. Thill (2008). *Business Communication Today*. 9th ed. USA: Pearson. (project 23-26)

Guffey M.E. & D. Loewy (2010). *Essentials of Business Communication*. 8th Ed. Mason, USA: South-Western Cengage Learning. –Chapter 9 &10 ( Project 1-18)