

**Assignments ENG122 Technical Writing**

**Regan Hicks- Goldstein, Instructor**

Assignments	Due Date
Expository Essay	_____
Research Report Topic	_____
Letter of Application and Resume	_____
Tentative Bibliography for Research Report	_____
Argumentative Letter	_____
Outline - Thesis Statement for Research Report	_____
Informative/Evaluative Summary	_____
Proposal for Research Report	_____
Progress Report #1	_____
Questionnaires or Interview Questions	_____
Investigative Field Report	_____
Results of Primary Research	_____
Progress Report #2	_____
Rough Copy of Research Report	_____
Final Research Report	_____
Final Oral Presentation	_____

1. All assignments must be word-processed.
2. Use the following format for the final research report:
  - a. Title Page
  - b. Letter of Transmittal
  - c. Table of Contents
  - d. List of Figures
  - e. List of Tables
  - f. Abstract
  - g. Report Proper with appropriate headings and sub-headings
  - h. Appendices
  - i. References
3. APA Documentation
4. Minimum - 7 references
5. Body Section - 25 double-spaced pages                      15 single-spaced pages