*Assignment #9: “Figuring It Out” Analytical Reports*

General guidelines: You do not need to rewrite the question; **if the question asks for lists, use a list format, not paragraphs with commas. The following is a list format (which you should read).**

**Principle #1 in Professional Writing is using lists rather than paragraphs and long sentences.**

* Answers can be in phrases rather than sentences.
* You may also save this document and enter the answers in between the questions. This is not required, but it is very helpful.
* Submit only one assignment per e-mail.
* You will receive a response that either says: “Assignment # \_\_ complete OR
* If corrections are needed, they will be indicated in the response.
* Reply to the response with the corrections; do not create a new e-mail for the corrections.
* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes; I remember the following commitments I made:

Yes ( ) No ( )

•I have read and downloaded the Class Outline

•I have read and downloaded the Class Calendar (which is part of the Class Outline) which contains "guide dates" for assignments

•I have explored all the "tabs" on the Class Website

•I have downloaded the Class Notes which serves as the primary "textbook" for the class

•I will strive not to procrastinate, to get my assignments submitted on a timely basis, and to communicate promptly if there are any problems

•I will submit this assignment by e-mail to: profwriting212@gmail.com

*The final assignment (#10) will be the major paper for the class. You will have the choice of doing a proposal or an analytical report. The principles in this assignment will assist greatly with the final writing assignment.*

*The responses in this exercise will be helpful if you decide to do an analytical report.* ***The questions below relate to the sample Analytical Report on the website*** *– the one related to “student chairs” (even though it’s also pretty corny).* **Read the sample analytical report thoroughly** – section by section as it relates to the questions. Then provide short answers (two or three sentences or phrases with a little explanation) and again use lists when requested to do so.

Make sure you also refer to the Class Notes and the video lesson.

1. a. List the six major types of analysis: analytical approaches/analytical thinking.

 b. Which one is being used in the sample analytical report?

 c. List the four purposes of professional writing. *(Overview section of the Class Notes)*

d What is the **purpose of this type of analytical report** (related to one of the purposes of professional writing)?

2. a. Why do people write analytical reports? What is their motivation to do so?

3. a. If a causal analysis or an effects analysis was being written about student chairs, how would you complete these titles? (No one specific answer.)

 *Causal Analysis:*

 An Analysis of the Causes of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Related to Student Chairs

 *Effects Analysis:*

 An Analysis of the Effects of Student Chairs Related to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. a. What are the seven or eight major methods (depending upon how you classify them) of getting information (collecting data)? *(See the Class Notes for assistance to the parts of #4)*

 b. Which ones were used in this analysis? Give a detailed example of one of these methods.

 c. Which two methods of obtaining data or information for the report are the most reliable? (List the methods, not the category.)

 d. What other methods could have been used and how could they have been used?

5. a. How are visuals used to report the data? Why are they used instead of words?

 b. What types of visuals *(you may need to refer to the Visuals section of the Class Notes if you have forgotten the types)* are used and where are they used? Be specific. *Copy information from the report and/or indicate the page number.*

 c. Give at least two examples of the information the visuals provide. *Copy information from the report and/or indicate the page number.*

6. What section or sections of the analytical report is the recommendation at the end at the report based upon?

7. a. What is the last thing you do in this (and any) analytical report *(not including front or end matter)?*

 b. What actions might be taken based upon this analysis? *(See Class Notes)*

 c. How is an analytical report (a professional document) different from other kinds of reports?

 *There is one simple answer*.

8. a. What are the purposes of the appendixes in terms of the elements of the collected data? List at least three.

9. a. What are two major purposes of the abstract?

 b. At what point in the development of the analytical report is it written?

 c. Where is it placed in the analytical report?

10. a. What grammatical tense is used in the collected data section? Why?

 b. What could you compare the recording and writing of the collected data section to? In other words, what kinds of documents *(not necessarily workplace documents)* record what you did or what was done?

***The following are Multiple Choice Questions…***

***Analytical Reports:* Multiple Choice Section**: Make sure these answers are correct; no revisions on these. List the Question Number with the letter *(or letters if more than one)* of the appropriate answer(s).

**1)The purpose of a comparative analysis is first and foremost (one answer):**

A) To provide information

 B) To be useful

 C) To make or recommend a decision to the reader

 D) To solve a problem

**2)Why are the six methods of analytical thought and writing important?**

1. Because only one of these can be used
2. Because these are the only possible methods to conduct an analysis
3. Because they provide a sixth sense
4. Because a six pack of anything seems to be a standard

**3)What kinds of documents describe what you did or what was done?**

 A) Collected data in an analytical report

 B) Captain’s log on the Starship Enterprise

 C) A diary or a journal

 D) Notes taken in a college class

**4)First-hand information includes which of the following?**

 A) Laboratory or scientific experiments

 B) Surveys

 C) Direct observation

 D) Authorities on the subject

**5)Second-hand information includes which of the following?**

 A) Laboratory of scientific experiments

 B) Surveys

 C) Direct observation

 D) Authorities on the subject

**6)The six types of analytical thinking and writing include:**

 A) Causal analysis

 B) Psychological analysis

 C) Comparative analysis

 D) Effects analysis

**7)Why does someone write or read an analytical report (one answer)?**

 A) Because it is a fascinating hobby

 B) Because someone paid you to or required you to

 C) Because it provides a lot of information

 D) Because you have no life

**8)The major sections of an analytical report (not front or end matter) include:**

 A) Introduction

 B) Collected Data

 C) Abstract

 D) Appendixes

**9)The Introduction Section of an analytical report includes (read the whole Introduction carefully):**

 A) Background and Problem to be analyzed

 B) Related data and research conducted by the proposer

 C) Qualifications of the writer

 D) Purpose statement

**10)The last thing that you do in the analytical report itself (not front or end matter) is:**

 A) To make things happen

 B) To celebrate down at *Big Shorty’s* because you have finished

 C) To make a recommendation

 D) To write a summary