*Assignment #10: “This is It”*

*Major Class Project / Writing Assignment*

The major writing assignment for the class lets you demonstrate putting professional writing principles into action. ***Read all three pages of this document.***

* Submit your project by 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.

***General guidelines – Read these carefully to avoid unnecessary work:***

* You can choose between a Proposal and an Analytical Report. **(Do not do both.)**
* Download and use the sample format for the type of document you wish to do. (You should have already read through these documents in doing Assignments #8 and #9.)
* **The purpose of these assignments is to learn how to do a proposal or analytical report, not to do “hard research” spending time in libraries, etc. It can be real or fictional, but fictional is much easier.**
* Part of this purpose is to learn to use correct professional writing format in putting together a professional document.
* You should save these samples or templates for future use. At some time in your life or in the university, you will have to use these. Doing them correctly will assist you in being successful and give you an advantage over those who don’t use the correct formats.
* You will know if you are on the right track if your document looks like the sample document.
* The topic is of your own choosing: it can be “semi-real,” or just made up. Make sure that your topic is limited in scope so that it can be covered in a twelve to fifteen-page report instead of a two-hundred or two-thousand-page report. The “twelve to fifteen pages” does not include all the front matter and end matter (see Assignment 8).
* **Before beginning, you should get your sample topic approved so that you don’t spend time going down the wrong track and doing unnecessary work. Working “smart” is part of good professional writing. (Following directions saves all kinds of unnecessary work).**
* **After topic approval, you will need to submit the background and purpose section for review. Once those are approved, the rest of the assignment is just filling in the information.**
* **If you are having difficulty choosing a topic, on the following pages, there are possible sample topics which you can use or vary for creating your document.**
* As always, use facts, data, measurements, visuals, lists and stay away from judgments and adjectives for description.
* Remember that these documents are written to cause things to happen or bring about change. The proposal should solve someone else’s (or some organization’s) problem. The analytical report should provide a recommendation to someone else (or some organization).

If you are having difficulty choosing a topic, on the following pages, there are possible sample topics which you can use or vary for creating your document.

***Possible Topics for Final Project: Proposals***

* Someone or some organization must have a “serious” problem
* They are not able to solve the problem themselves, so they ask for proposals for a solution
* Download and follow the format outline in the sample proposal
* Use visuals whenever possible
* Read the directions for Assignment #10
* You can use or vary the topics below if you are having difficulty finding a topic
* A fictional topic will be easier to complete than a real life topic in which someone can become overly emotionally or informationally invested

***Possible Topics***

Replacing the Drinking Fountains in the Lizard Gulch University Student Center

Removing the Alligators from the Eagle River Community Swimming Pool

Building Housing for Terminally Nerdy Students in Muldoon

Updating Security Devices at the Kenai City Jail

Creating an Edible Fruitcake for the Kardashian Family Christmas

Creating a Moose Free Walking Path between UAA and APU

Growing Lemon Trees in the MatSu Valley

Using S’mores as Siding Material for Alyeska Luxury Condominiums

Reopening the Independence Mine for the Production of Vibranium

Replacing Elevator Music with Rap Music in the Captain Cook Hotel

Replacing Dog Houses at the Anchorage City Animal Pound

Using Play-doh as a Component in Dr. Dolittle’s Plastic Surgery Office

Creating Vegetarian Ice Cream Flavors for Baskin-Robbins

Replacing Lead Pencils with Laser Pens in Science Classes at Pandemonium University

Splitting Atoms with a Black and Decker Hammer and Chisel

***Possible Topics for Final Project: Analytical Reports***

* Someone or some organization needs an analysis concerning matters important to them or their organization
* They want an unbiased analysis from an outside source
* They are paying you to complete this analysis and *make a recommendation* concerning what should be done, if anything
* Use informational sources (fictional) to obtain information for the analysis (see the sample analytical report)
* Download and follow the format outline in the sample analytical report
* Use visuals whenever possible
* Read the directions for Assignment #10
* You can use or vary the topics below if you are having difficulty finding a topic
* A fictional topic will be easier to complete than a real life topic in which someone can become overly emotionally or informationally invested

***Possible Topics***

A Comparison of Alligators and Crocodiles for House Pets

Comparing Two Health Foods: Heinz Foods Kale and Tillamook Butter Pecan Ice Cream

The Effects of Meghan Markle on the Royal House of England

The Causes of Tricycle Sidewalk Rage

A Comparison of Two Brands of Lipsticks for Bald Eagles in Alaska

A Comparison of the Effectiveness of Two Marvel Superheroes (you choose the two)

Causes of Dandruff on the Delta Junction Caribou Herd

The Effects of a Jelly Bean Only Diet on Gerbils

Replacing Elevator Music with Rap Music in the Captain Cook Hotel

The Causes of Halitosis in German Shepherd Dogs

The Effects of Wind Velocity on Outdoor Basketball at Alcantra Park

The Effects of Dark Chocolate as Sports Medicine for the UAA Hockey Team

A Comparison of Paper and Plastic Bags for Groceries at Fred Meyer

A Comparison of Star Wars, *Episode 4* and Star Trek, *Into Darkness*

The Effects of Sleeping on a Bed of Nails for Two Weeks in Elbonia