LC-1121 Communicating Sustainable Solutions

Autumn 2022

Session 7

- **Going through the individual parts of your recommendation report**
- **Planning / writing your conclusion together with your team**
- **Fixing your intro as needed**

- **Homework:**
- **Submit rehearsal presentation outline (4%) & continue to work on your presentation including slides**
- **Write your recommendation draft and submit it to the forum (4%)**

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Working on your recommendation report

Now that you have

1) filled in *the planning your individual part handout*

2) discussed how the individual parts of the recommendation reports fit together with the other parts and

3) written your own part (incl. an extended definition)

4) planned your introduction,

it is time to review all of these in your teams!

Working on your recommendation report

1. Read each other's parts of the report while answering the questions on the next three slides. Then, give each other feedback. You decide on the division of labour (50 min)

2. Next work on the introduction (slide 4, 30 min)

3. Plan and write your conclusion (slide 5, 40 min)

Body (400 words/ individual part)

- Does the body part discuss the recommended solution in terms of **technology / design or financial viability?**

- Is it clear **how the proposed solution will solve the problem?**

- Has the author provided **specific, relevant examples and explanations** to illustrate the main points when developing the paragraphs? What could be improved?

- Are the arguments based on **facts or opinions**? Is this clear in the text?

- Are there places where you feel examples, explanations or details are missing?

Body (400 words/ individual part)

- Are ideas and arguments logically organized? Is it clear to the reader how different paragraphs and sentences are connected to each other? Could this be improved with more effective topic sentences or connective words/ phrases?
- **Is topical (given) information in subject position**? If not, point this out to the author.
- Do sentences follow the light-before-heavy pattern?
- Has the author **defined terms** that might be unclear to a non-expert reader?

Style & Grammar

- Has the author used informal vocabulary or informal grammatical structures? If yes, work on them.
- Has the author used references in a consistent way?
- Are the references reliable?
- Are there any obvious grammatical errors? If yes, work on them.

Introduction (200-250 words)

- Is the situation-problem-solution-evaluation pattern clear and effective?
- Label the four parts to see how easy they are to identify.
- Does your introduction match with the body parts? (I.e., does it promise what you then deliver in the body parts?)
- Could the introduction be improved somehow?

Plan/ write your conclusion as a team (50-100 words)

- Restate the recommendation

- Explicitly link the solution back to the original problem or need

- Summarize the main argument(s) to justify the recommendation

➜ Finally, check that your conclusion matches with your intro!

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Language Centre

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