

LC-1114 Communicating Technology

Assignment 2: Report Introduction (writing a problem-solution paragraph)

Pattern of organisation: Problem-solution

Topic: ONE of the problems/needs and its solution from the pre-course

Audience: Decision makers, educated but non-expert

Length: 150-200 words

Deadline 1: Bring a copy to our next class for peer feedback and submit a copy to MyCourses.

Deadline 2: After the peer feedback, make any necessary changes and submit a copy for teacher feedback through Turnitin by 23:55pm on 3rd February

This text will form the introductory paragraph of a recommendation report in which you propose a solution to a need or problem that you have identified in the current practices, products or services of your client/audience.

The problem can be a weakness in design, function or implementation. The client can be any potential user of this solution, such as decision makers of a municipality or institution, company representatives or an international organisation. Remember to name the client in your text.

Use the problem-solution template below to effectively structure the introduction to your recommendation report and clearly orient your reader to its relevance.

The problem-solution template

1. Situation (wider context and relevance)

- Describe importance/relevance of topic to audience
- State current context (client description, client practices. Name the client!)

2. Problem

- Weakness/problem in or a need arising from your client's current practices
- Explain what is lacking/needed/unsatisfactory ("However,...")

3. Solution

- Name the proposed solution to overcome the problem

4. Evaluation

- Briefly state the main advantage of this solution to justify the recommendation.
- At the end of your text, include a list of references to sources you have used to find the information (follow the conventions of your field!).