

LC-1121 Communicating Sustainable Solutions

Autumn 2023



Aalto University
Language Centre

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%)**

peer

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)

- Do the body parts discuss the recommended solution in terms of **technology / design or financial viability**?
- Is it clear **how it will solve the problem**?
- Has each author given **specific and relevant examples and explanations** to illustrate the main points when developing the paragraphs?
- Are the arguments based on **facts or opinions**?
- 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 ideas and sentences are connected to each other?
- **Is topical (given) information in subject position?** If not, point this to the author.
- Has the author **defined terms** that might be unclear to a non-expert reader?
- Is it clear what the recommended solution is and how it will solve the problem?

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!

Homework:

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- Write and submit your recommendation draft to the forum (4%)