Unit One - Terms and Tech
Technical Writing Assignment—Report

Introduction:
The purpose of technical writing is to communicate technical, and often complex, information to various audiences. Because the audience will have varying degrees of familiarity with the content, the writing must be adapted so that the information is clear, concise, and usable to the audience. A good technical writer takes difficult scientific and technical language and transforms it into concepts that are easy to follow.

Step 1: Choose one of the following Technical Writing topics or create your own. Follow the Technical Writing Rubric.

Technical Writing Ideas:
1. Safety notice or warning
2. Policy in a handbook for work or school safety
3. Write a memo
4. Look in textbooks, magazines, journals, or periodicals for ideas.
5. Write about improvements (what needs to be fixed) in your:
- Local Hospital
- Home
- School
- Neighborhood
- City
6. Problems in your:
- School
- Local Hospital
- City
- State
- Country
- World

Step 2: Complete Technical Writing Assignment using the rubric provided. Be sure that your report is easy to understand and simple to follow.

Step 3: A classmate will grade you on how clear and simple your report is written using the rubric.

Teacher Instructions for Technical Writing Assignment—Report

1. This is a two-part assignment.

2. The first part of the assignment consists of completing the Technical Writing Assignment. You may assign a specific topic for the Technical Writing Report or you may choose a topic that is relevant to your specific class. Students may also choose their own topic.

3. Clarify instructions with the students.

4. The second part of the assignment is the Communication Response and Feedback activity (see teacher instructions for this activity).