Memorandum Development #3: Formal Report: Technical Report Synopsis/Plan

* **Briefly define and describe the new material or technique you’re introducing in your technical report.**
* **Describe how it will lead to better productivity.**
* **Describe how you will persuade the readers of your technical report that your idea will be a winner.**
* **Keep your language strong and positive.**
* **Read your synopsis/plan aloud. Does it flow or sound choppy? Is it clear and concise? Have a classmate read it to make sure.**
* **Put yourself in the reader’s place. Does this synopsis/plan generate interest or excitement in the reader? Have a classmate read it to make sure.**

**Between now and when we begin to write the report, you must research at least three articles that you can include in your Technical Report.**

**Remember, this technical report topic selection is worth 5 points in addition to the 5 points for Memorandum Development #3 (total worth: 10 points), and the report itself 55 points, a total of 65 points out of the possible 100 in this course.**

**Take this very seriously. Do this carefully and well!**