**Session 10: Distance Education Technical Report Writing in the Workplace**

Everything that you will need to know for this session can be found by scrolling down this page. This is how all sessions are structured.  Look for links on items that you can click on to open up additional information.  Always return to this page when you're ready to continue with the learning activities in this session.

**Session 10: Learning Objectives & Content**

By the end of this session, you will be able to:

* Properly utilize research methods to gather data and sort results.
* Create a research plan, including the steps involved in preparing a strategy, the requirements of good reports, and the methods for presenting data clearly.

**Session 10: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Research and Development” pp.211-220.
* ***Stages of Report Preparation & Report Style.*** Note: This document is found under “Resources.” To read it, click on “Resources,” and then on ***Stages of Report Preparation & Report Style***.

### Session 10: Assignments (Due by 11:59 p.m. May 7, 2014)

* **Technical Report** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Technical Report***.