**Session 7: 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 7: Learning Objectives & Content**

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

* Understand informal reports by creating clear and concise recommendations for improving Distance Education Technical Report Writing in the Workplace.
* Utilize the textbook information on feasibility reports to recommend a proposed course of action between alternatives.

**Session 7: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Reports” pp.69-80 and pp. 101-106.
* SUGGESTED (NOT REQUIRED) READING: ***Halligan’s “Short Course on Writing Technical Reports” Parts 10-12.*** Note: This document is found under “Resources.” To read it, click on “Resources,” and then on ***Halligan’s “Short Course on Writing Technical Reports” Parts 10-12.***

### Session 7: Assignments (Due by 11:59 p.m. April 5, 2015)

* **Memorandum Development #1** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Memorandum Development #1***.
* **Memorandum Development #2** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Memorandum Development #2***.