**Session 8: 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 8: Learning Objectives & Content**

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

* Complete a "Formal Report" that is a synopsis of your upcoming major Technical Report, and simulate sending it to a supervisor for inspection.
* Reflect on how the use of a formal lab report might improve your upcoming major technical report.

**Session 8: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Reports” pp.81-100.
* SUGGESTED (NOT REQUIRED) READING: ***Halligan’s “Short Course on Writing Technical Reports” Parts 13-18.*** 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 13-18.***

### Session 8: Assignments (Due by 11:59 p.m. April 12, 2015)

* **Memorandum Development #3** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Memorandum Development #3***.