**Session 9: 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 9: Learning Objectives & Content**

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

* Identify the steps used to create informal and formal proposals.
* Create an informal proposal in which you suggest a solution to a problem.

**Session 9: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Reports” pp.106-116.
* SUGGESTED (NOT REQUIRED) READING: ***Plain Language Parts 4-5.*** Note: This document is found under “Resources.” To read it, click on “Resources,” and then on ***Plain Language Parts 4-5.***

### Session 9: Assignments (Due by 11:59 p.m. April 19, 2015)

* **Memorandum Development #4** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Memorandum Development #4***.