

Investigation Report
Weight: 10%
Due: Week 5
Length: 500 words (excluding References page)

Scenario

After graduation, you are hired by a small company in the Toronto area. The company is growing and would like to purchase new equipment to stay current with technological advances. Your manager asks all employees to research an emerging technology and submit a brief investigation report on their findings. Your manager will read these investigation reports and choose one piece of emerging technology to purchase for the company.

Instructions

1. Choose one of the emerging technology listed below:
 - Arduino Microcontroller
 - Raspberry Pi Microcontroller
 - 3D Printer
 - HTC Vive Headset
 - Another piece of emerging technology (consult with your instructor first)
2. Access the Centennial Library's ENGL 250 Course Guide (<https://libraryguides.centennialcollege.ca/engl-250>). The link is also available in the Week 4 folder on eCentennial. When you arrive at the Course Guide, be sure to choose "Investigation Report"
3. Gather primary research (your own observations) as well as secondary research (others' writing about the technology).
4. Write an investigation report on your chosen technology. Follow the Investigation Report Outline on the next page carefully to ensure your report is complete.
5. Document your secondary sources in APA format, **including both** in-text citations and a References page
6. Proofread, edit and revise your investigation report prior to submission

Investigation Report Outline

The following components must be included in your investigation report:

- Memo format (See – pages 86-91 of textbook)
- 1st paragraph – **Summary**
 - provide a clear, concise overview of the report
- 2nd paragraph – **Background**
 - Provide relevant supplemental information (who, what, where, when, why, how)
 - include secondary research in APA format (at least 2 sources)
- 3rd and 4th paragraphs – **Facts/Findings**
 - Include primary research
 - For example, what did you notice when you went to the library and engaged with your emerging technology in person? What did you notice in the library's resource video on your technology?
- 5th paragraph – **Outcome/Conclusion**
 - Summarize the results of your investigation
- 6th paragraph – **Recommendations and Positive Action Closing**
 - Make 1-2 suggestions for someone using this technology for the first time

Memo Format	Report Content	Technical Style	Grammar and Mechanics	APA Documentation
4 points Accurate subject line Effective use of graphic highlighting (headings, bullet point lists, white space)	4 points All report sections (Summary, Background, Facts, Closing) achieve their purposes Information presented is detailed and relevant to report's purpose	4 points Strong control over the 6-C's of technical writing (clear, concise, correct, courteous, complete, and concrete)	4 points Minor grammatical and/or mechanical errors	4 points All elements of APA format are followed
3 points Appropriate subject line Some attempt at graphic highlighting	3 points Some report sections achieve their purposes Most information presented is detailed and relevant to report's purpose	3 points Some control over the 6-C's of technical writing	3 points Some grammatical and/or mechanical errors; faulty sentence structures	3 points Some elements of APA format are followed
2 points Acceptable subject line Incorrect/confusing graphic highlighting	2 points Few report sections achieve their purpose Some information presented is detailed and relevant to report's purpose	2 points Limited control over the 6-C's of technical writing	2 points Frequent grammatical and/or mechanical errors; faulty sentence structures	2 points Few elements of APA format are followed
1 point Inappropriate subject line No graphic highlighting used	1 point Report sections do not achieve their purposes Information is vague and/or irrelevant	1 point No evidence of the 6-C's of technical writing	1 point Majority of sentences contain grammatical and/or mechanical errors	1 point Many errors in APA format
0 points Disorganized writing; does not resemble a memo report	0 points Report is off-topic	0 points Style errors impede reader's comprehension	0 points Grammar and/or mechanical errors impede reader's comprehension	0 points Does not follow APA format

Investigation Report Rubric

TOTAL: /20