# Investigative Report

Assignment Objectives*:*

* to practice research and documentation,
* to analyze and synthesize secondary sources, and
* present your findings in an investigative report that uses appropriate citation, effective organization and formatting and appropriate tone.

Read the top two paragraphs in your textbook on p. 324: Investigative Reports. Look through all of Chapter 10: Writing Formal Reports in order to fully understand the scope of such a large undertaking as well as its layout.

*Scenario:*

You may use the prompt on p. 334-335 #2 (you may also use the concept of this prompt and tweak it to make it your own, as long as the result will actually be an Investigative Report that follows the requirements provided here) **OR** make up your own scenario that is relevant to your intended line of work in which your superiors have asked you to investigate a problem occurring at your workplace. They want to know why this problem occurs and what can be done to prevent it. This problem can be something that is unique to your workplace, or it can be something broader that affects your field. It can be the same problem that was the impetus for your incident report, or it can be another issue, but ***it cannot be a larger scale trouble/incident/accident report. It needs to address a larger issue affecting your field***. (In other words, this is far greater in scope than just a bigger version of what you turned in for your incident report.)

To investigate the issue, you will need to use secondary sources in addition to any primary source information that you get from the workplace (e.g. the incident report, or witness information). You should locate **at least three current, reputable sources** that will help you and your audience understand this problem. This information can help provide context, provide statistics, some history as to the issue, information as to how other places have dealt with similar concerns, and so on. Synthesize the information you have gathered with your own ideas and insight.

**Present your findings in a detailed (1200 – 1500 word) investigative report and include word count at the end of the report.**

*Notes:*

* As this scenario is hypothetical, you are not required to gather actual witness data, create your own questionnaires or conduct your own surveys. You are welcome to make that up. However, your information must be consistent with actual data that you uncover in your research.
* Use the sections in the textbook on “Formal Reports” in Ch. 10 to inform this document. You will **not** need the front matter (except a memo of transmittal and a cover page, see p. p. 339 - 366), however. So you do need a memo of transmittal and a cover page, but no other front matter. You do need a References page.
* Use either APA or MLA formatting for your sources, as long as you’re consistent.

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|  | **Excellent (100 – 90%)** | **Good (89 – 80%)** | **Fair (79-70%)** | **Poor (Less than 70%)** |
| **Resp. to Prompt**  **& Content**  40% (40 points) | Responds completely and thoughtfully to assignment re purpose and audience. Innovative  Issue is thoroughly discussed, clearly described and strongly detailed. Research is thorough and smart. Conclusions are thoughtful and based in the evidence. | Responds completely to assignment.  Issue is described with some detail. Research is thorough. Conclusions are based in the evidence. | Attempt made at responding to assignment. Some element missed.  Issue is discussed. Research is completed but sources may not be appropriate. Conclusions are presented. | More than one critical element of the assignment has been missed.  Issue presented is unclear (or it is unclear as to why it is a problem). Sources not provided or are inappropriate. Conclusion is not based on the findings. |
| **Organization, Format &**  **Style**  40% | Contains all required elements of the investigative report per assignment and genre conventions  Document design is appropriate and contributes to success of the report.  Organization is effective and clear.  Style is appropriate and enhances effectiveness of document. | Contains all required elements of the investigative report per assignment and/or genre conventions  Document design is adequate.  Organization is clear.  Style is generally appropriate and contributes to success of document. | Contains most elements of a long report per assignment and/or genre conventions.  Document design is overdone or underdone.  Document is generally organized, but falters in some areas.  Style hinders the success of document. Overly wordy. | Conventions of the genre are generally ignored  Document design is inappropriate and compromises readability.  Little or no attention paid to organization.  Style is grossly inappropriate. Wordiness compromises clarity. |
| **Grammar & Mechanics**  20 % | The document is correct in terms of syntax, grammar, punctuation and format. | Sentence-level errors do not seriously detract from the document’s effectiveness | Sentence level errors somewhat detract from the document's effectiveness. | Sentence-level errors are so frequent that they detract from the document's effectiveness |