

## **Project 2: The Technical Summary or the Draft of the Govans History Report – 20 points**

**Purpose:** For the individual assignment, compose a technical summary that accurately and concisely overviews a lengthy document from your discipline.  
For the service-learning assignment, conduct research on the history of Govans and compose a *complete* draft of the report you will submit at the end of the term.

**Audience:** Your instructor, your peers, and your future employers.

### **The Individual Assignment: The Technical Summary**

Synthesizing dense, complex information for non-subject matter experts (SMEs) is one of the most important writing skills you will deploy in graduate school or the workplace. For this assignment, choose a peer-reviewed article or lengthy article written for other experts/scholars/scientists, etc., and write a summary of that work for non-SMEs. Your summary should avoid plagiarizing the original work that you are synthesizing—a challenging task—while answering the following questions adapted from the summary chapter by Pechenik (p. 123-124):

1. Why was the work undertaken? To answer this, draw especially from information given in the Introduction and Discussion sections of the paper.
2. What specific questions were addressed? Summarize each question in a single sentence.
3. How were these questions addressed? What specific approaches were taken to address each question on your list?
4. What assumptions were made by the author(s)? Might any of them be wrong? Are they testable? How might they be tested?
5. What were the major findings of the study/work?
6. What was particularly interesting about the paper? The questions asked? Some aspect of the methodology? Some particular result or set of results? Some particular conclusion?
7. What questions remain unanswered by the study? These may be questions addressed by the study/work but not answered conclusively, or they may be new questions arising from the findings of the study under consideration.

When you choose the piece you will summarize, please remember that your summary must be around 2,500 words (5 pages). So the original work will have to be substantial enough to require a 5-page summary. Consider that many pieces are summarized in 2 or 3 pages. So, the study/work you choose will have to be pretty long. A peer-reviewed article that has a word count of 10,000 would be a good option. If you aren't sure about the piece you have in mind, make an appointment with me.

### **The Service-Learning Team Assignment: Draft of the Govans History Report**

While you are completing service-learning work at GEDCO/CARES Career Connection, you will also be conducting historical research on Govans with the president of the Radnor-Winston neighborhood association near Loyola. For Project 2, you will submit a complete draft of the final report you will submit for Project 3. Some research questions you could ask are as follows:

- Who has lived in Govans? Who lives there now?
- What is the history of Govans, what is happening now, and what might be its future?
- When did Govans form into a city neighborhood?
- Where did Govans residents come from and where did they go if they moved?

- Why does socio-economic inequity exist between the east and west sides of York Road and between north and south Govans?
- How might Loyola students, staff, and faculty form more sustainable and productive relationships with Govans residents?

Of course, you may use disciplinary approaches for your research as well to provide unique perspectives on important issues in Govans. If you are a pre-health student, you might focus on the history and current situation of healthcare in Govans. Business students might investigate the economic history of Govans and its current opportunities. History students could provide overviews of decades while education students could focus on the history and current state of local schools. The research approaches are almost limitless. Follow your interests. Be curious. Be engaged.

To conduct research, you will be using secondary (text-based) sources, but you will also be interviewing Govans residents. Once you read our textbook's information on conducting interviews, I will be happy to help you develop interview questions and set up your interviews.

### Goals of the Assignment

The goals of Project 2 are as follows:

- Writing Process – Develop and understand various strategies for planning, researching, drafting, testing, and revising a reader-centered summary or formal professional report
- Research – Understand and use secondary and primary research methods to produce an effective summary or formal professional report
- Document Design – Learn to communicate with visual information, understanding and implementing various principles of format, layout, and design of a professional document

### Format for the Technical Summary and Draft Govans Report

Your summary should follow the organization outlined in the Pechenik chapter and the professional document format outlined in *Technical Communication Today*, that is, single-spaced, professionally formatted, etc. The draft report should follow the Research Report genre in chapter 11 from *Technical Community Today*. Authors should type their initials in the headings of the sections they contribute to. Project 2 should use APA, MLA, or CMS documentation in the text and in the references list.

### Summary Feedback Form

*On a scale of 1-5, with 1 being the lowest and 5 being the highest score, rate the following:*

Introduction paragraph:

Body paragraphs/information:

Conclusion:

Grammar and mechanics (syntax, word choice, punctuation, citation – *avoiding plagiarism*):

*Please answer these questions about the technical summary:*

Was the document clear and concise?

Did it effectively present information in a detailed manner? If so, why? If not, why not?

What did you like about the document?

What did you not like about the document?

Do you have any suggestions about the document to make it more effective?

**Revision**

You will have opportunities to revise your work throughout the research and writing process, and you will be able to revise *one individual assignment* after you have submitted your final draft. The revision is due with Project 3 on our final exam day. You may not use the revision due date as an extension for this assignment. I will average the grades from your original and your revised documents for your final assignment grade.