

## **GEB 3213 Team Project Assignment**

**Report: 200 points (proposal = 50 points and final project = 150 points);**

**Oral Presentation: 100 points**

**Gantt Chart: 25 points**

**Progress Report: 25 points**

For this assignment, you and your team will write a report on topics 14.6 (select one only) or 14.9 (choose one of the options: 2, 3, 4, 5, or 6) detailed on pp. 437-440. In addition, you and your team will produce documents relating to the final report (listed under “Additional Materials,” below) and prepare a 10-20 minute oral presentation that you will deliver to the class.

You and your team will work on this project through the rest of the semester, even as you complete your writing assignments individually, so you should carefully note the deadlines for the various components of this extended project.

### **Final Report Guidelines**

A 10-15 page report, single-spaced, containing the following elements:

- Title page (not included in total page count)
- Executive summary (1 page)
- Table of Contents
- List of Illustrations/Tables/Figures
- Text of report
- Works cited
- Appendices (if applicable, not included in total page count).

You may use MLA, Chicago, or APA style for your report, but you must use a single style guide consistently throughout your report.

### **Additional Materials**

1. **Project proposal:** a memo to your instructor in which you explain your purpose, audience, necessary research, challenges, and solution
2. **Gantt chart or timeline visual,** providing timelines for completing tasks, such as research, drafts, editing, collation, presentation preparation, practices, etc.
3. **Progress report,** explaining the progress your team has made, research completed, and state of the report, using memo form.

**Grading**

Your grade will reflect your performance in using all the information you have learned throughout the course about professional communication in business, including

- purposeful writing for action
- focused attention to audience
- appropriate tone and style
- attention to the 4Cs of writing (clarity, continuity, coherence, concision)
- effective and correct use of visuals
- proper professional format
- appropriate use and documentation of research
- logical development and organization of ideas and arguments
- professional overall presentation
- coherence of team approach.