



BAKER COLLEGE

STUDENT LEARNING OUTCOMES

WRI 3010 Report Writing
3 Semester Credit Hours

Student Learning Outcomes and Enabling Objectives

1. Compose clear, concise, professional reports in a variety of formats.
 - a. Identify the appropriate report format and technical style.
 - b. Distinguish between various report writing techniques.
 - c. Write both formal and informal reports.
 - d. Identify appropriate and career-specific workplace writing forms and conventions.
2. Write reports specific to audience and purpose.
 - a. Discuss how audience and purpose influence report writing.
 - b. Explain the importance of responsiveness and timeliness when writing or presenting a report.
 - c. Identify the impact of the rhetorical situation on the writing opportunity.
3. Analyze data to support reports or proposals.
 - a. Explore various research methods.
 - b. Identify the importance of information literacy for writing professional reports.
 - c. Utilize critical analysis to collect data and evidence.
4. Use technology/media to support reports and presentations.
 - a. Identify writing formats for specific media (email, social media, wikis, etc.).
 - b. Employ appropriate communication technologies.
 - c. Use appropriate visual representation for reports and presentations.
 - d. Discuss the importance of lifelong learning and agility in the workplace.
 - e. Identify various workplace conventions for technology use.

Big Ideas and Essential Questions

Big Ideas

- Research/Evidence

- Audience & Purpose
- Report Writing
- Technological Competency
- Style/Formats

Essential Questions

1. Why is it important to analyze audience and purpose?
2. How does research and evidence substantiate a career-specific report?
3. How does technological competency contribute to successful report writing?
4. How do style and format contribute to the credibility of the report and presentation?
5. Why is it important to understand proper workplace writing conventions?

These SLOs are not approved for experiential credit.

Effective: Spring 2023