

TO: All Associates in 300 Technical Writers  
FROM: Hayley Blackburn, Branch Supervisor  
DATE: Due on July 27 by 1 p.m.  
SUBJECT: Paper in Progress

Provide the literature review portion of your proposal. The literature review is NOT a summary of individual sources (that is called an annotated bibliography). A strong literature review explains the existing knowledge about a topic by integrating multiple sources into each paragraph. This section provides your reader with the introduction, background, and justification for researching your proposed topic.

### Tasks

First, develop a clear purpose statement(s) for your proposal. Purpose statements orient the reader to the point of your document. The purpose statement and roadmap belong within the **first 10% of a document** (on the first page of your 10-page proposal).

*For example, in my collaborative learning proposal, my purpose statement would identify the research type and benefits.*

- The proposed experiment between collaborative and traditional learning environments will inform educators about the differences in learning outcomes from each strategy. Department heads, course coordinators, and instructors can use the researched outlined in this document to make decisions about staff training and curriculum design to improve the state of education.
- The proposed feasibility report will provide the JMC department with data on the logistics, desirability, and expected learning outcomes to inform decisions about adding additional courses focused on collaborative communication and learning.

Build on the outline from your pre-proposal memo to complete the literature review portion of your proposal. You need to have the appropriate sources cited within the text and in the reference list. The literature review should provide persuade the reader to care about the topic at hand: use data, previous experiments, and theoretical perspectives to make the case. You should also set up your proposal by identifying the gaps in the existing knowledge.

### Expectations

The literature review should be 4-5 double-spaced pages. Treat this version as a strong version of the document with polished content. You may change the content and continue to revise for the final, complete proposal, but this paper in progress should not be outlines or extremely rough content.

You are expected to incorporate concepts from the course within your writing, organization, and macro-structure. You must incorporate the following minimum required elements within the tasks outlined above:

- A clear purpose statement in the opening paragraphs
- 4-5 pages to present the main themes that emerge from your analysis of articles
- Reference list with at least eight sources

To earn an “A,” you must meet the minimum expectations WITH critical and creative additions that demonstrate the body of knowledge and background on your issue. The reader should be persuaded to care about the issue and understand the gaps that your proposal can fill. The paragraphs should be thematically organized with topic sentences and support.

**Skills to Practice**

- Finding and synthesizing trade and academic sources to gain information
- Distilling complex issues into accessible themes
- Drafting, revising, and editing technical writing

**Objectives:**

*To identify an issue within your industry and persuade others of the importance of researching the issue*

*To develop a literature review of the trade and academic knowledge on your topic*

If you have any concerns, questions, or another commentary, please do not hesitate to contact your 300 branch supervisor (recitation instructor).