**[Draft #1\_\_Informative Report](https://bbhosted.cuny.edu/webapps/discussionboard/do/forum?action=list_threads&course_id=_2274812_1&nav=discussion_board_entry&conf_id=_2752796_1&forum_id=_3823695_1)**

Step 1

1. **Outline:**  Plan an introduction and three body paragraphs.  Directly list what you intend to include in your opening and the first three paragraphs.
2. **Works Cited:** Remember to collect the complete titles of sources along with authors' full names as well as the url links to any sources you have referred to.
3. **Next Steps:**Think about and type up next possible steps you further plan to take in your upcoming draft.

Step 2

The purpose of writing a report is to inform the readers about a particular topic or an event to deepen their understanding of the subject matter. Your report can be on any issue or concept, pertaining either to your major (potential career) or any scientific field (in case your major is yet undeclared). This type of writing calls for careful research even if you are familiar with the discussion theme you selected.  You are expected to master your subject to comprehensively and objectively report on it and ultimately teach it to your audience.

While undertaking this task, you should become the expert your readers can trust.  As we discussed in class, be considerate of the knowledge/information your audience might already possess about your discussion issue and present information in a clear, logical, and unbiased manner.  Your stance is objective, so exclude any personal opinions.  Present all sides of the discussion accurately.  Please ensure to follow all the guidelines and requirements for writing effective informative reports (handouts on writing effective informative reports are available in the Content section of Blackboard).

Your draft should be minimum ***three pages long***, and it is a careful revision of several drafts.  Approach every draft as the final version of your work as this strategy allows more opportunities to improve as you obtain peer feedback in class.  You should use minimum ***three scholarly peer-reviewed journal articles***to support and develop your central claim (thesis statement).  You are responsible to find relevant credible sources using the CCNY online database or by visiting the school library itself.

Your sources must be fully introduced first, then evidence integrated, and thoroughly analyzed.  Always follow the approach of "evidence sandwich" when you utilize a direct or "block" quote, paraphrase, and summary.  You are also required to use ***at least one visual aid*** (e.g. an image, a chart, a graph, a table, etc.) to enhance your report and engage your readers further.  Please always remember to credit all outside sources, borrowed ideas, including visual aids.

Format your essay in ***MLA style***, double space, and use twelve-point Times New Roman font.  Closely proofread your paper prior to submission.

Please submit your draft before class since we will conduct a peer review workshop in class.

**Length: three full pages** (excluding the Works Cited page).