## Case Study

Your manager has asked you to collect information regarding strikes and stay aways that have taken place so far this year. He wants to know: in which business sectors did the strikes/stay away take place, which trade union arranged the strikes/stay away, how many days each strike/stay away lasted and what was the reason for the strike/stay away. Once you have the required information, you must write a report. You will find this information in magazines and newspapers, through contacting unions and talking to business.

1. Who will your audience be?
2. What is the purpose of the research?
3. Quote the resources you used. You must use at least two resources.
4. How did you verify (check) the facts in your report?
5. Develop a checklist for yourself to help you sort your information. Attach the checklist to your assessment.
6. Select a format and structure for the first draft that you will write. Choose headings, subheadings, titles, font type and style and colour, visual aids and numbers or bullets.
7. Identify the main points of your document and add the supporting details
8. Write your first draft and attach it to the assessment.
9. Check your first draft for grammar, spelling, etc. Is it right for your audience?
10. Is your language clear enough? Does your facilitator understand the meaning of your document?
11. Play around with the layout of your document: change the style of the headings, titles and font, move the visual aids around. Make the changes.
12. Check your use of technical language, legalese and jargon – will the audience understand your message?
13. Is your information presented in a logical way? Does your facilitator agree.
14. Prepare the finished product and hand it to the facilitator.
15. Does your document look attractive, neat, readable.
16. Did you make use of headings and subheadings.
17. Did you use numbers or bullets?
18. Will your document arouse the interest of the reader?
19. Are your paragraphs not too long or too short?
20. Do the visual aids enhance the value of your document?
21. Will the audience understand your writing?
22. Did you stay with the purpose of the document?
23. Did you use the checklist?