Knowing Your Community

Sociological Inventory and Letter to Successor

Name of Student:

Process-Conducting the Sociological Inventory

____at least 3 topics were selected to study

____multiple data sources were used for each topic

____a variety of data sources was used to conduct the inventory

____the data sources selected were logical given the topics studied

____the overall process used to conduct the inventory appears to be thoroughly and thoughtfully done

Data Summary Sheet

_____the topics studied are clearly identified

_____data collection methods for each topic are thoroughly documented

____key findings are logical given the data sources used

____key findings contain valuable observations

____implications are logical extensions of the key findings and contain keen insights

Letter-Format (see pages 301-306 in Handbook of Technical Writing)

____format follows Full Block-Style with Letterhead

____the letter is two pages in length and the format adheres to the guidelines for continuing pages

____the letter has a professional appearance that adheres to the guidelines for centering of text and size of margins

____the Heading is correct and adheres to the guidelines

____the Inside Address is correct and adheres to the guidelines

____the Salutation is correct and adheres to the guidelines

____the Body is correct and adheres to the guidelines

____the Complimentary Closing is correct and adheres to the guidelines

____the Writer's Signature Block is correct and adheres to the guidelines

Letter-Content (see pages 454-455 in Handbook of Technical Writing on informal reports in a letter)

____the introduction announces the subject of the report, states its purpose and gives any other essential background information

____the body of the letter presents a clearly organized account of the report's subject-the information you gathered about your community and other details the reader may need.

____the conclusion summarizes your findings and interprets their significance for the reader. (NOTE: Recommendations for the reader or suggestions for a course of action can also be included in the conclusion but these elements are not required because they weren't stated in the instructions for this assignment.)