

## Appendix 6E: Understanding Project Requirements (Part II)

*Supplement for Chapter 6 from Language for Specific Purposes: Trends in Curriculum Development, edited by Mary K. Long. Washington, DC: Georgetown University Press, 2017.*

Directions: With your group members review a sample of a completed project report given to you and write down answers to the questions below. Be ready to share your answers with the rest of the class.

Group members: \_\_\_\_\_

### 1. Job selection

What job did the person choose? \_\_\_\_\_

Was a job description copied into the report? ☐ Yes ☐ No

### 2. Explanation. List at least 2 reasons why the person chose this job:

- \_\_\_\_\_
- \_\_\_\_\_

List 6 key terms/ vocabulary the person used to explain his/her choice:

- |          |          |          |
|----------|----------|----------|
| 1) _____ | 2) _____ | 3) _____ |
| 4) _____ | 5) _____ | 6) _____ |

### 3. List the engineering major that this job relates to: \_\_\_\_\_

Review the course descriptions included in this section. In your opinion, which course is the most/least relevant for this job? Briefly explain why.

Most relevant: \_\_\_\_\_ Why? \_\_\_\_\_

Least relevant: \_\_\_\_\_ Why? \_\_\_\_\_

### 4. Which 3 additional jobs did the person list? Provide 1 qualification/requirement for each job.

Job 1: \_\_\_\_\_ Requirement: \_\_\_\_\_

Job 2: \_\_\_\_\_ Requirement: \_\_\_\_\_

Job 3: \_\_\_\_\_ Requirement: \_\_\_\_\_

### 5. Analysis of job situation in the future

What type of information did the person include? \_\_\_\_\_

What was the conclusion? \_\_\_\_\_

### 6. Typical technical problem

Write 1 sentence description of the problem: \_\_\_\_\_

Was the solution to the problem adequate? ☐ Yes ☐ No

Explain: \_\_\_\_\_

How many visuals did the person include? Were the visuals relevant? Please explain.

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What additional information can be included in this section?

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List 6 vocabulary words that you need to know in order to understand this section:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

List 3 (technical) concepts that are not familiar to you:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

7. Did the person include a resume? ☐ Yes ☐ No

What information is included in the resume? \_\_\_\_\_  
\_\_\_\_\_

8. Did the person include a cover letter? ☐ Yes ☐ No

List 2 main points discussed in the cover letter:

1) \_\_\_\_\_  
2) \_\_\_\_\_

9. What features of the design/outline/format were the most effective in presenting the information?

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10. Write at least 2 questions you have about the report:

- \_\_\_\_\_
- \_\_\_\_\_