

Assignment #1: Investigation Report

Value: **10%**

Due: **October 3, beginning of class**

Submit **two** copies: **one soft/electronic** copy in the **dropbox** and **one hard/paper copy in class**

You have been recently hired by a company in your industry. One of your first tasks is to help organize the company's annual convention. Approximately 200 professionals attend the annual convention each year.

Your manager has requested that you investigate two conference venues in the GTA for your company's annual convention and write a comparative analysis investigation report that she/he can present at the next board meeting on October 12, 2017.

The following pyramid structure must be used for your report:

- Memo report format (See pages 84-91)

1st paragraph – Summary statement [Summary]

2nd paragraph – Background: reasons why you are comparing the venues [Background]

3rd paragraph – Criteria: the (3-4) criteria used in your comparison [Facts]

4th paragraph – Comparison / evaluation

5th paragraph – Recommendations + contact information [Action]

Documentation:

- In-text citations in APA style
- References page in APA style

Submission Requirements

Submit **two** copies: **one soft/electronic copy** and one hard/paper copy.

Hard/paper copy requirements:

1. Submit a paper copy at the beginning of class.
2. The assignment must be Word-processed, double-spaced, and approximately two pages.
3. Use **size 12 font Times New Roman**.
4. Staple your assignment.

Electronic copy requirements

1. Upload an electronic copy to the corresponding **dropbox** on **eCentennial** before the beginning of class.

Plagiarism will result in a grade of **zero**, without exception. (Refer to Centennial College's plagiarism policy for details.)

Work submitted **late** will incur a penalty of **10% per day**.