## Professional Writing

## Chapter Four Activities

1. Watch or listen to a television or radio interview and notice how it was conducted. How did the interview compare with the guidelines given in this chapter? How would a different approach have produced other results? Write a short report with the results of your investigation.

2. Discuss the ways that you could use the following sources of information in a formal business report. Decide what other sources you would need to consult to complement these.

1. A university textbook on software engineering.
2. A report on smoking published by an anti-smoking organization.
3. A *Discovery Channel* documentary.
4. An article on cosmetic surgery published in *Vogue*.
5. Information on cosmetic surgery published on a plastic surgeon’s web site.
6. An article on globalization written by a left wing radical.
7. Data published on an academic’s personal web page in a university’s web site.
8. A web site set up by a special interest community group emphasizing the dangers of Genetically Modified Foods.
9. A press release published on a major corporation’s web site.
10. An interview with a scientist published in *Nature.*