Assignment Two: Progress Report

(Progress to date on your formal report/Research Paper)

Assignment. Produce a progress report that documents your research to date on your formal report/research paper (note: you will write the research paper in Unit Three). Your progress report *must* contain the following information (at minimum):

1. **A topic summary.** Provide a topic summary that explains or defines your selected research focus, including a very brief historical background. This topic summary should not exceed one paragraph.
2. **A position summary, including your working thesis.** Explain your specific position, and clearly define the scope of your focus in relation to the topic. *Please remember:* because of the length of your upcoming formal report, your position summary should not exceed two or three paragraphs.
3. **A discussion regarding the types of sources you have located on your topic to date.** Through your explicit discussion, I should see that you have read and evaluated at least five sources. Specifically, note the following:
   1. Source types (i.e., from scholarly to popular. Remember that you will need at least eight secondary sources, three of which must be scholarly sources, for the formal report.)
   2. Source locations (i.e., books, periodicals, databases, web, interviews, etc.).
   3. Whether or not the sources support your position, counterargue your position, or simply provide a historical background. Be specific and use subheadings, if necessary.
   4. Quantity of feasible resources you have to date.
   5. **Attach a separate Working Bibliography page at the end of your report** that lists all your sources. **Use MLA formatting for this information**. For formatting information, see Appendix A in our text and the “MLA Citation Guide” handout in Course Material.
4. **Problems encountered and the ways you will try to remedy these issues.** Be specific. For example, do you need more sources? Which kinds? Are you behind schedule? Are you having trouble locating counterarguments for your position? Do you need to go to the library? Are you wondering if your topic is appropriate for the assignment?
5. **For your conclusion*:*****An explanation of your research strategies and project organization.** Document your research methods to date (i.e., how you choose to research and when, etc.) and the methods you will use to complete your research and formal report on time. Provide a “percentage complete” statement and justify your assertion.
6. **Length:** At least2 full pages, plus working bibliography.
7. **Calculate FOG/Flesch-Kincaid Grade Level index and percentage of passive sentences.**
8. **Include a table or graph.**

Though you must use a progress report’s overall format, please organize the content noted above (and any additional documentation you wish to provide) so that a lay reader can understand your topic, focus, and research progress to date.