Exercise C: Practice Progress Report

**Directions:** Write a progress report. The subject of this report can involve a project or activity at work, at home, or at school. For example, you can write about the progress you’re making in this class or another class you’re taking. You can write about the progress you’re making on a home improvement project, or you can write about the progress you’re making on a hobby. Consider writing about overall academic progress towards your degree.

Whatever your topic, first prewrite, then write a draft, and finally rewrite, revising the text. Follow the criteria you’ve learned for formatting progress reports and for document design.

**Assignment Specs:**

* Make the assignment work for you. Your topic can be serious or funny—it’s the format and quality of writing that I care about. Whatever your topic is, remember that your report needs to be written in a manner that is accessible to a lay person—in other words, a low-tech audience.
* Purpose: to apply your newly acquired technical communication skills to the progress report format. To practice writing an effective progress report in preparation for our next assignment.
* Layout: use memo heading, single space, block paragraphs.
* Follow the progress report format in our textbook and keep in mind the design and structure guidelines in chapters 4, 5, 7, and 8 of our text.
* Use the Progress Report Paradigm handout in Unit Two on Blackboard as a guide.
* Look at the sample report from a former student in Unit Two.
* Write with active/passive-free language. Check your percentage of passive sentences with the readability statistics function in Word. **Include this percentage at the end of your report.**
* **Calculate your** Flesch-Kincaid Grade Level index as supplied by Word. For this class, you want an index around 10. **Include this index at the end of your report.**
* Your report should be between 1 and 2 pages—longer is okay.
* Include a table or graph.