

Writing 50: Assignment #5

Progress Report Memo

Description of the Assignment

In Assignment #3 you generated a memo to propose a topic for your final paper and presentation in Writing 50. In this assignment, you will generate another memo—this time to give an update on progress thus far. The memo will also serve as a cover sheet for your outline and first few pages.

Use a standard memo format (“Memo” or “Memorandum” at the top of the page, followed by “To:” “From,” “Subject,” and “Date” fields, and your progress report). Also, don’t forget to initial your memo, either at the bottom or next to your name in the “From” field.

Tasks

1) For this assignment, write a streamlined memo that reports progress on your topic thus far. Your memo should include the following details:

- Restate your topic and at least three (3) research questions that you are pursuing. (Do this, whether you are still using your originally proposed topic or have chosen an entirely new topic.)
- Cite at least five (5) sources that you are currently working with. Characterize each source (e.g., “peer-reviewed journal,” “personal interview,” “believer website,” “cynic blog,” etc.).
- Describe three (3) graphical elements (e.g., photos, figures, diagrams, flow charts, etc.) that you plan on including.
- Describe three (3) forms of quantitative data that you intend to include within your final paper (e.g., survey data, demographics, etc.).
- Give your current page count (double-spaced text) and your estimation for first delivery of a complete draft.

2) Attach at least the first three (3) double-spaced pages of your first draft to your memo. (More is even better!)

Due Date

See the course website schedule for due date.