Status Report Format

Include each of the elements below with the listed headings. Use the samples from the text only for ideas.

To:
From:
Date:
Subject: (name of report here)

Project Overview
(Summarize the subject and purpose of your report briefly and include the name of your primary reader.)

Work Completed
(Record the dates and report specific information about research, assignments, and group work done on those dates. Indicate how much time you spent on each date. Do not discuss the individual work of others.)
> **Example:**
> 1/25/2004: The group used Academic Search Elite and the PG&E website to find information about rising energy prices and energy inefficient appliances. (45 minutes)

Work Awaiting Completion
(Include all work that your group still needs to finish. Remember to vary sentence structure in this section. Not every sentence should begin with "The group will . . .")
> **Example:**
> 3/12/2004: The group will take the paper to Kinko's for copying and binding.
> 3/15/2004: After weighing the finished report in its mailing envelope, we will buy postage for it.

Complications
(Even if you did not have any problems, indicate that the project is going smoothly.)

Remember: AVOID TELEGRAPHIC STYLE in all sections. The telegraphic style turns sentences into fragments by deleting the subject and small grammatical morphemes (a, the, and so on). DON"T DO IT!

> Examples:
> Telegraphic (don't do this): "Interviewed manager."
> Non-telegraphic (do this): "I interviewed the manager."
>
> Telegraphic (don't do this): "Binding the report."
> Non-telegraphic (do this): "We will bind the report."