

☆ Progress Report (Individual)

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Due Friday by 11:59pm **Points** 25 **Submitting** a file upload

Progress Report on the Technical Description

Learning Objectives

- Apply rhetorical principles to technical communication
- Construct a professional email
- Develop an effective progress report
- Build goodwill with your audience
- Implement principles of effective document design

Purpose and Description

As a professional in the workplace, you will sometimes work on projects without direct day-to-day supervision from your bosses, investors, etc. However, you may be required to periodically update people on the status of your project. Finkelstein notes that "progress reports document the status of a project. These reports describe the various tasks that make up the project and analyze the progress that has been made toward completing each task" (112). For this assignment, you will **compose an email to your instructor and provide an update on your team's progress on the technical description assignment**. You will submit your email as a Word or PDF file on Canvas.

This progress report assignment will provide you the opportunity to:

- Gain experience composing professional emails
- Compose a thoughtful and informative progress report
- Contemplate ethical considerations when giving a progress report
- Practice audience analysis
- Build goodwill with your audience

Expectations

The progress report should follow the format outlined in Chapter 7 of our textbook:

- Briefly review the purpose, background, and scope of your progress report (introduction).
- Briefly review the topic and purpose of your team's technical description assignment.
- Clearly define the necessary tasks needed to write your technical description.
- Evaluate your progress thus far, noting the successes and challenges that you have faced in your work (Focus on your personal contributions.)
- Explain what you have left to complete and your plan for accomplishing that work.
- Show appropriate use of email conventions.
- Demonstrate goodwill with the audience and use appropriate grammar, spelling, and mechanics.
- Reflect the audience's needs through your chosen content, organization, style and delivery.

An example student progress report is on pages 120-122 of our textbook.

Audience

Your primary audience is your English 314 instructor.

Supporting Materials

- *Chapter 4*: Description of a Mechanism
- *Chapter 5*: Description of a Process
- *Chapter 7*: Progress Reports
- *Chapter 18*: Business Communications (p. 330-332 - email)
- Lecture Videos on Progress Reports and Email Communication

Progress Report Rubric

Criteria	Ratings							Pts
Context: Introduction	4.0 pts Full Marks	3.8 pts Exemplary Includes appropriate greeting to instructor and conclusion; Foreshadows the content of the report effectively; Includes subject line	3.4 pts Mature	3.0 pts Competent Includes appropriate greeting to instructor or conclusion; Foreshadows the content of the report somewhat effectively; Does not include subject line	2.6 pts Developing	2.2 pts Formative Does not include appropriate greeting to instructor and conclusion; Does not foreshadow the content of the report effectively; Does not include subject line	0.0 pts No Marks	4.0 pts
Content: Audience	9.0 pts Full Marks	3.8 pts Exemplary Includes aspects of progress report outlined in textbook; adapts report conventions to assignment/audience; Content is related to the technical description project; does not stray from related assignment/purpose	3.4 pts Mature Includes most aspects of progress report outlined in textbook; adapts to most report conventions to assignment/audience; Content is mostly related to the technical description project; does not stray from related assignment/purpose too much	3.0 pts Competent Includes some aspects of progress report outlined in textbook; adapts to some report conventions to assignment/audience; Content is partially related to the technical description project; strays a bit from related assignment/purpose	2.6 pts Developing Includes few aspects of progress report outlined in textbook; adapts to few report conventions to assignment/audience; Content is only barely related to the technical description project; strays from related assignment/purpose	2.2 pts Formative Does not include aspects of progress report outlined in textbook; Does not adapt report conventions to assignment/audience; Content is not related to the technical description project; strays from related assignment/purpose	0.0 pts No Attempt	9.0 pts
Organization: Overall	4.0 pts Full Marks	3.8 pts Exemplary Includes clear separation of ideas through paragraphs or section structure; clear topic sections or headers; Paragraphs or sections of report appear in logical order; transitions between paragraphs/ideas effectively	3.4 pts Mature Includes mostly clear separation of ideas through paragraphs or section structure; clear topic sections or headers; Paragraphs or sections of report appear in logical order; transitions between paragraphs/ideas	3.0 pts Competent Includes some separation of ideas through paragraphs or section structure; includes topic sections or headers; Paragraphs or sections of report appear in logical order; transitions between some paragraphs/ideas	2.6 pts Developing Does not include separation of ideas through paragraphs or section structure; includes topic sections or headers; Paragraphs or sections of report appear in logical order; Does not include transitions between paragraphs/ideas	2.2 pts Formative Does not include separation of ideas through paragraphs or section structure; Does not include topic sections or headers; Paragraphs or sections of report do not have logical order; Does not include transitions between paragraphs/ideas	0.0 pts No Attempt	4.0 pts
Style: Tone	4.0 pts Full Marks	3.8 pts Exemplary Document is written professionally and concisely; shows good will towards audience; Contains no grammatical errors	3.4 pts Mature	3.0 pts Competent Document is somewhat written professionally and could be more concise; shows some good will towards audience; Contains minimum grammatical errors	2.6 pts Developing	2.2 pts Formative Document is not written professionally nor concisely; Does not show good will towards audience; Contains many grammatical errors	0.0 pts No Attempt	4.0 pts

Criteria	Ratings							Pts
Delivery: Length	4.0 pts Full Marks	3.8 pts Exemplary Length meets minimum length requirements for assignment while focusing on necessary details; Progress report is completely written in email format	3.4 pts Mature Length meets minimum length requirements for assignment while mostly focusing on necessary details; Progress report is mostly written in email format	3.0 pts Competent Length meets minimum length requirements for assignment while focusing on some necessary details; Progress report is somewhat written in email format	2.6 pts Developing Length does not meet minimum length requirements for assignment while focusing on some necessary details; Progress report has few email conventions	2.2 pts Formative Length does not meet minimum length requirements for assignment and does not focus on necessary details; Does not attempt email conventions	0.0 pts No Attempt	4.0 pts
Total Points: 25.0								