



İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Engineers – Spring 2015

Assignment – Written & Verbal Progress report

Assignment Due Date: *Arrange by doodle poll by March 10 11:59.*

PROGRESS REPORT

The assignment

This is a group assignment, to be tackled in groups of 2-3.

This assignment is to (1) **write a progress report** and (2) **verbally report** on your progress towards acquiring results for your final report.

Written Report

The written progress report should refer briefly to the way-points & goals set out in the original proposal document, and measure progress towards the final report. Report on any changes in direction.

Conciseness is key so do not be afraid to use bullet points, tables, graphics, etc. in this part to maximise communication of information. Do not use extensive prose; reduce unnecessary information. If you fail to communicate the key points you may unfortunately lose marks.

Also, it is expected that you will have some preliminary results so *present these results* in the second part of your report. The purpose of this part is to start you down the path towards your final report. However, key progress information such as project health, issues, and changes should come first.

Check with the grading policy below for what information will be expected.

Verbal Report

The verbal report should be strictly kept to under two minutes per team member, not including questions. Shorter than that can be better. Conciseness of delivery is a key communication skill.

You may use slides but you will not have any set-up time, so it is highly recommended you bring them on a laptop or tablet ready to go. However, keep in mind that your lecturer will also be reading your progress report so using the progress report as your main prop is advisable.

See chapter 9 of the textbook, in particular the sections on audience analysis, purpose analysis, time-frame analysis, key point determination. Also see the section on presenting as a team.

See the attached rubric for how this will be marked. The rubric has “comments” embedded with more detail. Select all cells, then choose “show comments” or similar.

Submission policy

- Register for a meeting with your lecturer by doodle poll:
 - Visit the URL for your doodle poll:
 - For Damien's class go to <http://doodle.com/kc9gcy889ibwdkt2>
 - For Mustafa's class go to <http://doodle.com/e898uxr82vtkyn7i>
 - Enter your student ID to the name field at the time-slot of your choice. Notes:
 - **All of your team must attend the same session.**
 - You can only choose 1 session per name.
 - Places are limited at each session - make sure there are enough for your team before signing up.

- If you make a mistake contact the related lecturer.
- Attend your meeting with:
 - Two paper copies of your progress report.
- Afterwards, you will also need to submit to Ninova as a PDF file (this will be announced).
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.

Grading policy

Written Report:

- *Title, authors.*
- *Brief introduction including purpose of report, audience & outline.*
- *Project health summary.*
- *New developments & issues summary.*
- *Any changes in original scope, or a statement of no changes.*
- *Brief reminder of project details including:*
 - *Main dates.*
 - *Relevant parties.*
 - *Purpose and scope of project.*
 - *Reminder of project proposal.*
- *Progress summary, including:*
 - *Completed tasks.*
 - *Currently active tasks.*
 - *Planned tasks.*
 - *Reference to goals/waypoints in original project proposal.*
- *Preliminary results.*
 - *Quantitative results.*
 - *Preliminary analysis.*
- *Progress evaluated.*

Verbal report:

- *See attached rubric.*

Bonus marks:

- *Clarity.*
- *Depth of results.*

Deductions:

- *Spelling errors.*
- *Messiness / lack of proofreading.*
- *Lack of content.*
- *Irrelevant content/verbiage.*