PROGRESS REPORT

TO: Mrs. Zepp

FROM: Manoj Vasa

DATE: 12/2/2016

SUBJECT: Coursework report

This report shows the progress of all the past, current, and remaining course work for the classes Intro to Technical Communication (COM 2610) and Freshman Composition-Analysis (ENG 1020). It also shows the date for the end of the semester.

PAST WORK:

August 29 – October 28: Finished weekly reading quizzes (COM 2610)

September 18: Submitted the instructor memo assignment (COM 2610)

September 26: Submitted Project 1 (ENG 1020)

October 2: Submitted the bibliography and citation assignment (COM 2610)

October 17: Attempted the Midterm Exam (COM 2610)

October 19: Submitted the resume and cover letter assignment (COM 2610)

Submitted the annotated bibliography for project 2 (ENG 1020)

November 2: Completed project 2 (ENG 1020)

November 13: Finished the Written Instructions assignment (COM 2610)

November 16: Finished the proposal for project 3 (ENG 1020)

CURRENT WORK:

December 7: Prepare for oral presentations for project 3 (ENG 1020)

December 12: Prepare for the oral presentation (COM 2610)

WORK THAT REMAINS TO BE COMPLETED:

December 7: Finish final exam (COM 2610)

December 12: Project 3 essay needs to be completed (ENG 1020)

END OF SEMESTER:

December 14: Semester ends