**Business Communication**

IEEE Report Progress Checklist

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| **Task** | **Date** | **D/ND/L** | **Sign of Teacher** |
| 1. Topic Submission & Title Selection |  |  |  |
| 2. Methodology |  |  |  |
| 3. Result & Discussion |  |  |  |
| 4. Conclusion, Introduction, Abstract |  |  |  |
| 5. References |  |  |  |

**Guidelines:**

1. Formatting and referencing must follow **IEEE** guidelines.
2. Use **appropriate academic language** required for scientific papers.
3. Word limit: Approx. **1000 words.**
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