

## Assignment 9: Progress Report Memo

As you know from our previous readings and discussions, a Memo is an internal document meant for circulation to many readers, designed as both a persuasive and informative document. You send memos within your corporation, department, among your staff, etc., but usually not to outsiders.

So far, you've made significant progress in your Usability Proposal project and your supervisor wants an official Progress Report to document the work you've already completed, the work that still needs to be completed, and just how you're doing on the project in general.

This memo is a formal and official document, and will be kept on file as many memos are. Here's the information you need to include in the Memo:

- ☐ What work has been completed to date?
- ☐ How was this work divided among your group members?
- ☐ What is your assessment of the work completed?
- ☐ How does the work completed successfully fulfill its purpose(s)?
- ☐ What changes/improvements/revisions, do you plan to make to the work already completed?
- ☐ What work still needs to be completed?
- ☐ What about the client feedback based on meeting minutes (Assn. 8)?
- ☐ How will this work be divided between your group members?
- ☐ What supplies or materials do you still need to complete your project?
- ☐ What is your projected timeline for the completion of the project?
- ☐ Whatever else you feel should be recorded in the Progress Report

**Consider your purpose:** What is the overall message you want to send your supervisor? Your project is going along fine. How do you convey this message? Rather than simply saying "things are great" and expecting her to believe this, you need to present evidence for the claim that your project is going well.

**Also, consider this rhetorical move:** You can convince your supervisor that you're doing well by demonstrating your ability to critique your own work. Though it may sound counter-intuitive, but describing your difficulties, mistakes, and what you will revise from your already completed work will actually help enhance your ethos and make your group more credible as a working unit. While it may sound dangerous, this kind of rhetorical move will show that your group and that you can be both critical and honest about what's not going well. This assignment will be graded on how well balanced your writing is in terms of describing both positive and not-so-positive aspects of your progress and how well your ethos is constructed.

Assn. 9 Progress Report					
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Brandy	Andrew	Belen	Alexandra	D'mere	Debanair
Catherine	Christopher	Mayra	Desiree	Jose	Jay
Elicena	Diana	Roxana	Joel	Luis G	Jeff
Justin	Luis P	Yekaterina	Lidia	Priscila	

**Memo Length:** 850-900 words plus Rhetorical Analysis 150+ words