

Completed Progress Report due See Calendar

Write a progress report using your profession as the ultimate project goal. Use the information from your resume and application letter as the foundation of the report. The project end goal is to become employed in your chosen professional field. First, study the progress report in Chapter 17, pages 471-4477. Be sure to read the side notes.

Replicate the progress report example for Rawlings Regional Medical Center. 454-461

- Write in memo format Addressed to M. Askew, CEO Askew Corporation
- Use your logo and title
- Follow the format of the memo: *Heading, Purpose, Summary, Introduction, and Results of Your Research*. Use the task pattern discussed on page 433 in Chapter 16, “Writing Proposals.”
- The main components of the assignment include: Completed Tasks, Proposed Tasks, and an Updated Task Schedule—Chart (Estimated Timeline), Conclusion and References.
- The only references that might be needed are the web sites for the schools you might wish to attend and use the sites to find information with regard to each school’s requirements. If you explore a web site to find job requirements, include the site as a reference.
- A questionnaire is not required.

Notes: Further, consult the checklist on the progress report page 483.