

# Progress Report Guidelines

(from “report Guidelines” document)

- Progress reports are a very common method of communication in industry.
- Details:
  - Email
  - Individual
  - 1 to 3 paragraphs with a one-page powerpoint attachment
  - First person
  - Due Wednesday
- Progress reports will be graded for effectiveness and clarity of communication.
- The email should be concise, explaining what experiments were performed so far (e.g., type, number).
- You may assume that the audience knows about the experimental equipment and procedure.
- The attachment should show the intermediate results.
- The progress report will be an individual report, practicing individual writing skills.