

Please use the outline below to structure your Midterm Progress Report. This report format was modified from one by Dr. Gian Pagnucci, of Indiana University of Pennsylvania, with his permission. This Midterm Progress Report is due to me via email, as a .docx file, by midnight on February 27. Please aim for two comprehensive pages for this report, but a longer report will be acceptable too, if necessary.

Technical Writing Midterm Progress Report

To: Dr. Newmark

From: *Your Name*

Date: *Current Date*

Subject: Current Status of *Xchanges* (insert your focus) Work

Report Background

Briefly explain why you are writing this progress report. Since you've written three Activity Reports, give a quick explanation of where you are now relative to the last Activity Report.

- Project Overview
Review what aspects of the Xchanges project you're working on. Briefly discuss the focus of your project and its intended audience.
- Potential Benefits of Project
Briefly summarize the main benefits of your work for its intended audience.
- Project Goals
Briefly discuss your original goals for working with Xchanges and in Publications Management. Then explain any changes you have made to these goals and why.

Xchanges Work Completed

Outline specific accomplishments on the project. Give dates completed if possible.

Project Work in Progress

- *Outline work you still need to do to achieve your goals this semester, for yourself and for projects the class has decided to undertake as a group. Give likely dates for completing this work if possible.*

Project Issues/Concerns/Complications

Discuss any problems or difficulties you are having with the project and how you are attempting to address these issues.

Overall Summary of Project Status

Give an overall picture of the project. This project summary should be stated in a way that provides a positive impression of your efforts. Your summary should say something positive about achieving some, if not all, of the basic goals for the project.