

Memorandum

To: Traci Gardner, Instructor

From: [Your name]

Subject: [Add a strong subject line]

Date: [Add the date]

Instructions:

Follow the bracketed advice below as you complete your course progress report. Additionally, see the information in the textbook on progress reports and the examples in the Sample Progress Report.

Summary

[Add a short summary of the information in the report. Your summary provides an advance organizer and helps readers who only want an overview of the document.]

What I Have Completed So Far

[Describe the work that you have completed so far, providing details on how you have put in your best effort as well as your highest quality work.]

The Tentative Grade I Propose

[Propose the grade you would give yourself for your work so far in the course, and then add an explanation of why you have chosen the grade that you have. I won't record the grade anywhere. It is meant only to give me an idea of how you think you are doing in the course.]

My Goals for the Remainder of the Course

[Describe your goals for the rest of the term. Consider the work that remains for you to do, your goals for improving your writing, and the grade goal that you set for yourself. If you believe you will face any challenges in reaching your goals, explain the issues and how you plan to overcome them.]

Conclusion

[Summarize the status of your work, and end with a polite offer to provide additional information.]