Assignment 2: Progress Report

A progress report lets your manager know how a project is developing relative to its timeline. Your project, in this case, is your analytical report (assignment 4).

**First, select one of the options from Assignment 4 (below).** Your progress report should be in memo format, to the same person as your analytical report, 1-2 pages long and contain the following elements:

Your progress report

1. **Purpose**: Be sure to comment on the purpose of the progress report and the purpose of the analytical report.
2. **Background**: Give a bit of background on why the analytical report is needed.
3. **Scope of Work:** Write a paragraph on what research is being done and incorporate at least one direct quotation from a source you plan to use, citing it appropriately in-text and at the end of the progress report under “References” according to APA guidelines (see Thill p. 588-89). Explain where you are finding information and why you choose those specific sources.
4. **Effective Visual:** Create an effective visual to explain or support some part of your research (see Thill p. 392-411). Introduce it with a sentence and cite it appropriately using APA. The visual must be in color.
5. **Work Completed:** Summarize what is done already.
6. **Work Not Yet Completed**: Clarify what is left to be done.
7. **Anticipated Problems:** Acknowledge any possible obstacles that you can anticipate.
8. **Close** with a positive statement about exactly what will be delivered and when.

Assignment 3: Analytical Report

**DRAFT**: Tuesday, Nov. 28

* Bring two copies of a draft of your report to class for peer review.

**FINAL**: Thursday, Nov. 30

* Bring a printed copy of your final report to class, *with peer review sheets attached (ones that were filled out in the Draft class). Also,* submit an electronic copy of the complete report on BrightSpace (without the peer review sheets).
* Your analytical report will be 8-10 typed pages, single-spaced, with appropriate headings. It should cite at least three relevant sources using APA correctly, one of which should be from a database. There should be at least two visual elements that you have created yourself. Visuals may take no more than 1.5 pages, and must be in color.

Pick ONE of the following topics:

1. Sports and Study

* You’ve been asked to give a presentation on the role of sports in Canadian universities to a group of local high school students. The audience will be made up of new immigrants as well as domestic students, and their parents. Ultimately, you will be helping them decide whether the pursuit of sports in high school will pay off in university and life in general. Think about what information might influence their decisions, including personal costs and payback, as well as the overall economic impact of varsity sports. Draw your conclusions and make recommendations based on evidence you find in current/recent sources.
  + Your audience is an actual school board (of your choosing).

2. Jobs Jobs Jobs (and Corporate Social Responsibility (CSR) if you like)

* You have been asked by Dalhousie’ Management Career Services (MCS) Director, Jonathan Wooden, to provide a report on which industries and job categories are forecast to experience the greatest growth—and therefore the greatest demand for workers—in the next 10 years. This kind of information could help MCS when deciding where to focus for co-op work terms, among other things. Be sure to back up your findings with evidence, and provide specific recommendations. Because Corporate Social Responsibility (CSR) is of high interest to current students, you may focus on which jobs would maximize opportunities in that area, but that is up to you.
  + Your report audience is the director of MCS at Dalhousie.

**3. Body Language**

* **A textbook publisher (Pearson? McGrawHill?) has asked you to provide input for a chapter on body language in politicians. Find material on current and/or recent Canadian and/or American political individuals to support (or not) established theories on the meanings of body language. Discuss the extent to which humans are capable of controlling their physical expression. For example, can anyone who reads a chapter on body language immediately just alter their movements to manipulate their audience?**
  + **Your report audience is an editor in one of the major Canadian textbook publishing companies.**

4. Gender Parity

* You’ve been asked to talk to an all-girls high school about opportunities in business if they choose to get a degree in the Faculty of Management at Dalhousie. Examine recent research on gender parity in CEOs in Canada as compared to another G7 country. Put your finings into a report for the school principal before preparing your speaking notes. Think about whether your recommendations for the principal would be different from those for the students. If so, include both.

Your report audience is the principal of an actual all-girls school.