

WRITING ASSIGNMENT FOR LESSON 8026-P PROJECT AND PROGRESS REPORTS

This writing assignment is to accompany Lesson 8026 Project and Progress Reports.

THE ASSIGNMENT

Write a progress report about your own professional or work accomplishments. The period to be covered is last month. Write it in the form of a memo to: Instructor, CIE. You will have to use your own judgement as to what items to include and how to state them.

INSTRUCTIONS

The assignment should be written in memo format. It should be typed if at all possible. If not, it must be written neatly in ink.