

Business Communication Informational Reports

The purpose of this activity is to give you the opportunity to apply the three step writing process and to create an informational report. As you may know, the paperwork involved in getting a degree or certificate is nearly as challenging as any course you could take.

Working individually, prepare an interim progress report detailing the steps you've taken toward completing your graduation, transfer, or certification requirements. After examining the requirements listed in the college catalog, indicate a realistic schedule for completing those that remain. In addition to course requirements, include steps such as completing residency requirement, filing necessary papers, and paying necessary fees. Use a memo format for your report, and address it to anyone who is helping or encouraging you through school.

Date:
To:
From:
Subject: