Formal Project

Understanding Your Formal Project
You will complete your formal project for English 2700 in three stages:
- Proposing the topic and content for your manual (Proposal)
- Reporting your progress on the manual (Progress Report)
- Presenting your finished manual with a letter of transmittal

For your formal project, you will write an instructional manual (15-20 pages) on a topic that I approve. Your manual must
- Relate to your major, your workplace, or a nonprofit organization
- Solve a problem
- Use both primary and secondary research

The finished manual you submit for your formal project should contain
- 10-12 pages of body text
- Appropriate sections (with fly pages)
- Bulleted lists/numbered steps
- Appropriate graphics (charts, tables, illustrations, etc.)
- Appropriate front and back matter (table of contents, index, etc.)

Writing Your Proposal
Write a proposal—proposing your formal project for this semester—to the real-world person or company you want to accept your formal project.

Note: Do not direct your proposal to me.

Include in your proposal the following sections:
- Summary
- Definition of the Problem
- Solution
- Plan of Action (include a Gantt chart and outline for your proposed manual)
- Budget
- Personnel and Facilities
- Qualifications
- Conclusion

Due: Friday, April 4 (end of class)
Writing Your Progress Report
During class, you will write a memo describing the progress you have made your manual. Your memo should include the following sections:

- **Introduction:** Reminds readers of your project, tells readers how long you have worked on it, and establishes your overall progress
- **Discussion of Progress:** Includes a list of tasks that you need to do to complete the project and tells your reader about your progress made, progress expected, and any problems you’ve had with the project
- **Conclusion:** Summarizes your overall progress and provides contact information

**Due:** Wednesday, April 23 (end of class)

Turning in Your Formal Project
To turn in your formal project,
1. Place—in a 9” x 12” clasped envelope—
   - Your letter of transmittal
   - Your manual
   - All research materials
2. Write—in the upper left corner of the envelope—
   - Your name
   - Your section number
   - My name
   - The date
3. Turn in your project on May 2 (end of class)

Summary of Associated Due Dates

<table>
<thead>
<tr>
<th>Topic</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Topics for Approval</td>
<td>Friday, March 28</td>
</tr>
<tr>
<td>Proposal</td>
<td>Friday, April 4</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Wednesday, April 23 (written during class)</td>
</tr>
<tr>
<td>Rough Draft</td>
<td>Monday, April 28</td>
</tr>
<tr>
<td>Final Draft</td>
<td>Friday, May 2</td>
</tr>
</tbody>
</table>

Failing to meet these deadlines reduces your formal project grade 10 points per deadline; further, I will not accept your formal project after **May 2, 2008**, unless you have received an extension from me.