

Information to be included in each weekly email report:

- **# of hours worked that week**
- **projects you've worked on** (describe what you have been doing, what you have completed, what is ongoing). If you can send me a link to work you have done or a copy of any piece you have worked on, please do so.
- **questions or concerns that you have** (about how various media are used in your workplace, about the kinds of writing done, about how others respond to your writing, about the amount or kind of work you are being assigned)
- **observations about real world writing and about other kinds of workplace communication** (how effectively do the people in your workplace communicate with each other? how does this communication happen—F2F? online? by telephone?)

In addition, please respond to any questions that I asked you in my response your last email report. This is meant to be a conversation so I will ask you different questions each week, depending on what you have reported thus far.

These emails are meant to be brief, unless you want to report a problem or tell me about a great success you have had.