## Tasks to Be Completed/Progress Report Template (1 per team)

## Long Report and Presentation

Names:

Task	Assigned To	Due Date	<b>Completion Date</b>
List the topics from the assignment that your team will Report Assignmen	-	st of topics is on t	the International
II. Writing the	Long Report		•
Write Letter of Transmittal			
Write Executive Summary			
Write Introdution to report			
Write Purpose Statement of Long Report			
Write Scope of report			
Write Limitations of the report			
Write Assumptions of the report			
Write Methods used to obtain info for report			
Write Background/history of problem (detail for future)			
Write up the data that the group found (Each person	Teens		
writes own data)	Team		
Write the recommendations that the group concluded			
III. Final Sections	of Long Report		
Create Title Page			
Create Table of Contents			
Create Reference list			
IV. Final Work o	on Long Report		
Insert page numbers and other required APA information			
at top of page			
Proofread all sections of Long Report			
Check the page numbers of each item against the Table of			
Contents			
Check the References for accuracy			

Check the in-text citations for accuracy		
Check that all items are included and in the correct order		
Creation of Power Point/Prezi/etc.		
Practice presentation		