

Memorandum

To: Dr. Erika Paterson, Technical Writing Professor UBC

From: Cynthia Li, Technical Writing Student UBC

Date: July 10, 2020

Subject: Progress Report of Formal Report on Studying and increasing information and support surrounding homelessness in communities such as the Calgary Drop-In & Rehab Centre (CDIRCS)

As instructed in unit 2:3, below is a progress report containing the guided details.

Audience: The main audience will be the volunteers and staff members at the Calgary Drop-In & Rehab Centre (CDIRCS) who may be familiar with the centre as well as the operations inside. This is to better understand the daily happenings of the centre and common concerns.

Purpose: The purpose of the report is to become better educated on homelessness in communities and the ways centres work as well as to gather information on the most needed or best ways to support the centre.

Significance of Report: Identifying the challenges that centres face and knowing why are important in educating larger audiences which can create understanding in communities and gather more support. This in turn can increase the provision of necessary supplies or help in creating plans to overcome challenges. The importance of the report is to better understand what centres need in times such as a pandemic and what is needed to garner more awareness but also education and action.

Research Plan:

- Writing interview and survey questions
 - Following ethical guidelines
- Volunteering at the centre and conducting interviews with the primary data sources
 - Volunteers and staff members
- Observations of the operations
 - How busy etc.
- Reviewing of primary research (interviews)
- Secondary research based on information from primary research
 - May include statistics, researching articles

Writing Schedule:

- July 10-12
 - Finalizing interview questions and separating them from survey questions
- July 13-17:

- Interviews with staff and volunteers at different times of the day
- Providing survey questions (link or in person)
- July 18-20:
 - Sorting through and summarizing the information
 - Researching statistics or more articles based on common links in the information
- July 22:
 - Begin writing the Formal Report
- July 27:
 - Complete draft
- August 8:
 - Examine peer review
- August 9-17:
 - Complete the Formal Report

Thank you for taking the time to read my progress report. Please let me know if you have any questions and I look forward to any feedback.

Sincerely,

Cynthia