

To: Erika Paterson, Instructor ENGL 301 Technical Writing UBC

From: Ayaka Matsuno, Student ENGL 301 Technical Writing UBC

Date: June 25, 2021

Subject: Progress Report on Determining the Feasibility of Reducing Work Time in Shibata Lab at Nagoya Institute of Technology

As requested, here is my Progress Report, "Determining the Feasibility of Reducing Work Time in Shibata Lab at Nagoya Institute of Technology." My progress report is below with the links of the survey and interview questions.

Report Audience

The main professor in Shibata laboratory at Nagoya Institute of Technology: Norio Shibata.

Since I have been working with Dr. Shibata on development of reactions containing fluorine for nine months at Nagoya Institute of Technology as a researcher, the approval of my research will be determined by the professor, Dr. Shibata. He is in charge of this lab, and if the work environment is decided to alter by him, it will be done smoothly.

Report Purpose

My goal of this report is to determine whether the current conditions in Shibata laboratory lead the students and the professors to long working hours and give suggestions in order to have a healthy work-life balance.

To do this,

- Collecting data from the students at Nagoya Institute of Technology to realize the current work conditions
- Identifying the existing problems by the gathered data
- Identifying the problems by the previous research articles
- Suggesting the solutions

Report Significance

- To ensure healthy work routines
- To implement optimum working hours
- To improve work efficiency
- To have healthy lifestyle

Required Work

- Formal Report Outline:

<https://blogs.ubc.ca/eng1301-98a-2021sa/2021/06/25/assignment-23-formal-report-outline-ayaka-matsuno/>

- Observing three students' behaviors in the lab
- Survey Questions:
https://docs.google.com/forms/d/e/1FAIpQLSd5M_6Qpe9Fsp89kr5DrXx_HYRoEMFBOp05GIGdVhGcKzhAfw/viewform?usp=sf_link
- Interview Questions:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:a89cda30-011d-4229-895d-d6538e0b69e4>
- Online research for the relationship between long working hours and physical and mental health, and between long working hours and work efficiency

Research Plan

In order to present a reasonable and strong results, I plan to do the followings:

- Observing three students' behaviors in the lab.
- Interviewing these students and analyzing the data
- Analyzing the survey data
- Presenting visuals based on the survey analysis
- Researching mental and physical effects on people working long hours in some published articles
- Comparing the results and tendency of the primary data (the survey and the interview) to the published articles

Writing Schedule

June 28 – July 4

- (Draft) Introduction including seven research questions

July 5 – July 11

- (Draft) Data Section including observation, interview, and survey results in comparison to the previous research articles

July 12 – July 13

- (Draft) Conclusion
- (Draft) Works Cited

July 14

- Post Formal Report Draft on Team Form

July 20 – July 27

- Revise the draft, integrating peer review

July 28

- Post Final Formal Report on Team Forum

Thank you so much in advance for your review and professional insights that will guide me in strengthening my reports. Please let me know if anything is unclear and require additional information for this progress report on my formal report.