

Memorandum

To: Erika Paterson, ENGL 301 Professor, University of British Columbia

From: Ayaka Matsuno, ENGL 301 Student, University of British Columbia

Date: June 17, 2021

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

I am writing this email to inform you that I have posted my formal report proposal, "Determining the Feasibility of Reducing Work Time in Shibata Lab at Nagoya Institute of Technology," to my team forum page, "AJAR." Please find an attached document for my formal report proposal.

The report will be addressed to the main professor, Dr. Norio Shibata at Nagoya Institute of Technology, with recommendations on how to ensure healthy work routines and implement optimum working hours.

The attached proposal includes:

- Background information of my topic- decreasing work time
- Statement of problems- Effects of long working hours
- Proposed solutions- Shortening the working time and reducing the amount of required work
- Scope of Questions- Necessity, efficiency, effects and improvements of working conditions
- Forms of Primary and Secondary Sources- Observation, interview, and survey as well as the published articles
- My Qualifications- Working in the lab for 9 months
- Conclusion

Thank you so much for taking time to read my proposal and considering whether my topic is reasonable or not. Please let me know if anything is unclear or you need more additional information. I am looking forward to hearing from you.

Enclosure: 301 Ayaka Matsuno Formal Report Proposal