To: Erika Paterson, Engl301 Instructor

From: Darius Zhang, ENGL 301 student

Date: November 6, 2021

Subject: Formal Report Progress: Introducing a 10-minute quiz in UBC Chinese language program’s OP (oral practice) sessions.

Purpose:

The purpose of this report is to address the issue of no assessment in CLP’s oral practice sessions.

Intended Audiences:

This report is intended for Duanduan Li, the director of UBC Chinese Language Program; as well as Victorial Ni, the organizer of OP sessions.

Significance of Report

The research and resulting recommendations will help increase students’ satisfaction with OP sessions, as having an assessment in every OP session will not only help the volunteers to better track students’ learning process, it will also lead to a better learning outcome.

Methods

Primary research will involve an online survey, which will be sent out to the OP session chat group, which consists over 100 participants (including both volunteer and the students). Attached is the link to the survey: https://ubc.ca1.qualtrics.com/jfe/form/SV\_2fylWyCmaPW4JnM

Formal Report Outline

Attached is the outline for the formal report : 301 Formal Report Outline Darius Zhang

Research Plan:

Below are the tasks for determining the feasibility of introducing a 10-minute quiz in UBC Chinese language program’s OP (oral practice) sessions.

-Create Survey

-Distribute survey to OP volunteers and students

-Identify current level of students satisfaction towards OP sessions

-Compile and analyze survey responses

-Identify the advantages, disadvantage and limitations of using quiz as the assessment in OP sessions

-Research into other possible solutions to the stated problem to compare with the proposed solution.

-The feasibility of proposed solution

Writing Schedule:

Nov. 6th: Survey completes

Nov. 7th: Distribute the Survey

Nov. 8th: Finish writing the background of CLP and OP

Nov. 9th: Finish setting up the front page, table of contents, and reference page

Nov. 10th: Finish the draft of introduction

Nov. 11th: Finish writing the analysis of secondary research

Nov. 12th: Close the survey and start to analyze the survey results

Nov. 13th: Create a data table that will show my analysis of the survey results

Nov. 14th: Filling out rest of the formal report and complete my first draft.

Nov. 15th: Publish my first formal report draft

Nov. 16th: Start peer reviews

Nov. 19th: Publish my peer reviews and read my peer’s comments

Nov. 20th: Start editing and improving my draft

Nov. 26th: Final proof reading and submission of formal report on team forum

Thank you for reviewing my progress report. If you have any concerns, please not hesitate to contact me.