To: Dr. Erika Paterson, Instructor ENGL 301 Technical Writing UBC

From: Hangwei Bao, Student ENGL 301 Technical Writing UBC

Date: July 15, 2020

Subject : Writing Schedule

**Writing Schedule :**

Compose surveys and interview questions –done

Research of COVID-19 impacts in Beijing–done

Introduction of the final report —in progress

Background of the study–in progress

Analyze data from questionnaire, interviews and survey–July 20th

The main body of the report– July 21st-25th

Conclusion :

1. Summary of Findings -July 26th
2. Overall Discussions of Findings -July 26th
3. Recommendations –July 27th-28th

The project is on schedule. As soon as I receive your approval of these specifications.

Sincerely,

Hangwei Bao.