

## MEMORANDUM

**To:** Dr. Erika Paterson

**From:** Jenny Zhang

**Date:** November 12, 2019

**Subject:** Formal Report Progress Report

I'm writing to inform you of the progress and planning I have made to my formal report on the reduction of single-use plastic at Lee Chong Asian Food.

### **Intended audience:**

The intended audience of this report is Xia Ping, the owner of the food stall Lee Chong Asian Food. With this report, Xia Ping can get a better sense of how much plastic is used and wasted at her food stall and see the effects that it can cause for the environment. Since Xia Ping, is the owner, she can act on my recommendations because she has the power to make the decision.

### **Purpose of your report**

The purpose of the report is to identify the issue of using single-use plastic at the food stall, Lee Chong Asian Foods at the Richmond Public Market and help provide solutions to reduce the use of single-use plastic.

### **Significance of the report**

Not only does single-use plastic remain on our earth forever but plastic fragments can release toxic chemicals into the environment and cause serious health risk for humans and animals. The use of single-use plastic is unsustainable, environmentally unfriendly and leads to dangerous health issues in the future. So it is important to reduce the use of as much single-use plastic as possible.

### **Research Plan**

Data will be conducted by conducting surveys from customers of the food stall and interviews with the workers. I will be collecting data from surveys over a few days. With the research I can find feasible alternative solutions to help reduce the amount of single use plastics.

### **Writing schedule:**

- November 8: Formal report outline
- November 16: a Progress Report on your Formal Report
- November 17: Conducting interviews

- November 17-20: Collect Data using surveys
- November 21-December 4: Creating formal report Draft
- December 4: Formal Report Draft Due
- December 10: Peer Review of Formal Report Draft
- December 15: Revised final report based on peer review
- December 19: Final report due

With your approval, I will begin collecting data. If you have any questions on the progress or content of my formal report, please do not hesitate to contact me. I look forward to hearing from you.