

MEMORANDUM

To: Professor Erika Paterson, Sessional Lecturer
From: Joanna Yu, ENGL 301 Student
Date: July 10, 2020
Subject: Progress Report: Formal Report on Determining the Feasibility of Switching to More Environmentally Friendly Take-Out Food Containers at Shota Sushi

Based on the instructions for Unit 2:3 of the course, below are the details of my progress report:

Audience of this Report

- Primary Audience
 - Mr. Dan Han, general manager of Shota Sushi.

- Secondary Audience
 - Shota Sushi staff that will collaborate to implement the recommendations of the report.

Purpose of this Report

This report will present alternative strategies and products on how Shota Sushi's choice of take-out food containers can be improved.

Significance of this Report

This report will recommend alternative products and strategies that will lower the use of take-out Styrofoam take-out food containers at Shota Sushi. This will lower harmful pollutants in landfills and help retain and attract environmentally conscious customers to Shota Sushi.

Research Plan

- Primary Research
 - Interviewing Shota Sushi's general manager using composed interview questions. This will help gather relevant business and background information and help identify the current practices at Shota Sushi.
 - Interviewing suppliers of restaurant supplies using composed interview questions that will help gather information regarding environmentally friendly packaging products.
 - Evaluating consumer behaviour of Shota Sushi's customers using composed survey questions.
 - Conducting an in-person interview with the general manager of Shota Sushi.
 - Conducting a telephone interview with an account executive of a supplier of restaurant supplies using proposed interview questions.
 - Conducting random surveys among Shota Sushi's customers using proposed survey questions.

- Secondary Research
 - Researching journals and the internet on studies related to the different harms caused by Styrofoam containers.

Writing Schedule

- July 13: Interview Dan Han, general manager of Shota Sushi
- June 14: Interview account representative of supplier of restaurant supplies
- July 15: Conduct customer survey
- July 17: Start secondary research and analysis of gathered responses
- July 19 - 20: Summarize all primary and secondary research data and information
- July 22: Start writing the Formal Report
- July 29: Complete the Formal Report draft
- Aug 7: Peer review of team members Formal Report draft
- August 8-10: Finalize Formal Report

Thank you for taking the time to review my progress report. If you have any questions regarding my progress report, please feel free to email me at joannayu9710@gmail.com.

Survey Form

ENGL 301

Under the Supervision of Dr. Erika Paterson

Survey for Proposal on Determining the Feasibility of Switching to More Environmentally Friendly Take-Out Food Containers at Shota Sushi

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Introduction:

I am an undergraduate student registered in ENGL 301, a technical writing course, at the University of British Columbia. As part of the course requirement, I am tasked with a research project that requires to conduct a survey. This survey will take approximately 1 – 2 minutes of your time. This survey will be used to gather information regarding consumer preference and behaviour towards environmentally responsible companies. The information gathered here will be part of my final project that will be addressed to Mr. Dan Han, general manager of Shota Sushi. Your answers are completely voluntary and anonymous. Thank you for your participation.

Consumer Survey

1. What are the most important reasons why you choose to patronize a restaurant? Please select all that apply.

Price

Convenience

Food Quality

Customer experience

Commitment to social responsibility

Commitment to the environmental sustainability

Others: _____

2. Is it important to consider environmental impacts when patronizing a business?

Yes

No

3. Are higher prices justified if the establishment is practicing environmental sustainability?

Unlikely

Somewhat likely

Very likely

4. How likely will you decide not to buy a product if you knew it uses less environmentally friendly packaging like Styrofoam?

Very Likely

Likely

Unlikely

Very Unlikely

Google survey form link:

https://docs.google.com/forms/d/e/1FAIpQLSfhHEzBrbJ5XWod_Z7AeQ15ySNZla584i0dyW5ugSLRhBXxGQ/viewform?usp=sf_link

Introduction for interview with Mr. Dan Han, general manager of Shota Sushi.

I am an undergraduate student registered in ENGL 301, a technical writing course, at the University of British Columbia. As part of the course requirement, I am tasked with a research project that requires conducting an interview for a formal report which involves investigating a problem and suggesting a possible solution. My investigation involves finding out the amount of Styrofoam waste that Shota Sushi produces from its use of take-out food containers. The investigation will also uncover the costs of environmentally friendlier substitutes. I will use the data from this interview to suggest a more sustainable and environmentally friendly take-out food container alternative for Shota Sushi. This interview will take approximately 10 - 15 minutes of your time. The information gathered here will be part of my final project that will be addressed to you, Mr. Dan Han, general manager of Shota Sushi. Your answers are completely voluntary and anonymous. Thank you for your participation.

Interview questions for Mr. Dan Han

1. What are the most common packaging items used for take-out orders?

2. What is the basis in selecting the current take-out food containers that the company uses?

3. What are the costs of the current take-out food containers your company uses?

4. Would your company be open to implementing alternative take-out food containers that would be better for the environment?

5. In implementing alternative environmentally friendlier takeout food containers, what possible challenges or concerns may the company face?

Introduction for interview with an account representative of a restaurant supplies supplier.

I am an undergraduate student registered in ENGL 301, a technical writing course, at the University of British Columbia. As part of the course requirement, I am tasked with a research project that requires conducting an interview for a formal report which involves investigating a problem and suggesting a possible solution. My investigation involves finding out information on different environmentally friendly take-out food containers that can substitute for Styrofoam. I will use the data from this interview to help determine what type of take-out food containers can be recommended to improve the environmental impact of Shota Sushi. This interview will take approximately 10 - 15 minutes of your time. The information gathered here will be part of my final project that will be addressed to Mr. Dan Han, general manager of Shota Sushi. Your answers are completely voluntary and anonymous. Thank you for your participation.

Interview questions for an account representative of a restaurant supplies supplier.

1. Are there any alternative environmentally friendlier take-out food containers to Styrofoam?

2. What are the features, advantages and disadvantages of these alternative products to Styrofoam?

3. What are the prices and availability for bulk orders for these alternative take-out food containers to Styrofoam?
