

TPC 12

Progress Chart

Name:

Start Date:

✓	Unit	Material Covered	A	B	C	Avg %	Date
	1	Approaching Technical Writing					
	2	Technical Writing Techniques					
	3	Technical Correspondence					
	Technical Writing Cumulative #1						
	4	Short Informal Reports					
	5	Longer Informal & Semi-Formal Reports					
	6	Illustrating Technical Documents					
	Report Writing Cumulative #2						
	7	Analysis and Cause & Effect Essays					
	8	Direct Argument Essays					
	9	Comparison & Analogy Essays					
	10	Example, Illustration or Allusion Essays					
	Essay Reading Cumulative #3						

Grade Calculation	Score	Out of	Weight	Equals
Unit tests		1000	x 60%	
Cumulative tests		300	X 40%	
			Final %	