ENGL206

Reading Review 3

Please answer the following questions from the Weeks 5 and 6 readings. Be clear, complete, and concrete in your response. Your answers must be in your own words. Do not quote from the textbook. Please submit the completed assignment to the Week 6 Reading Review Dropbox by Sunday at 11:59 p.m. MT. Each question is worth 5 points.

1. What are the five moves for concluding a proposal?
2. Describe a progress report.
3. Describe an incident report.
4. Define and explain the strategies for managing a successful virtual team.
5. List the four guidelines for using visuals effectively.