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Directions: You are now preparing for your graduation paper on the advantage and disadvantage of electronic mail. write a progress report to your tutor telling him what you have done last week. Your report should be no less than 100 words. To: Professor Barbara Felton From: James Green Date: April 12, 2005 Subject: First progress report on research paper This is the first of the two progress reports you asked me to submit about my research paper on the advantages and disadvantages of electronic mail. Last week, I gathered information from library materials and from an interview. Of the twelve references listed on my proposal, I found only nine, for others I will go to search in a larger library. As far as interview concerned, I had an extended interview with Mr. Moore of General Dynamics, who gave me some brochures as well as a copy of a report on electronic mail he wrote for General Dynamics-materials I hope to use in my paper. Starting tomorrow, I will begin organizing my paper. I will be able to submit a rough draft by the end of this month. Sincerely

yours, James Green 译文 这是您要求我做的有关电子邮件的利与弊论文的两个进展报告中的第一篇。上周我收集的资料主要来源于图书馆和采访。您建议的12本参考书，我只找到了9本，其他的我准备到大些的图书馆去找。至于采访，我对研究基础动力学的摩尔先生进行了一次深入的采访。他给了我一些介绍，同时还有一份他写的关于电子邮件的报告，我打

算放到我的论文中。从明天开始，我要开始组织我的论文。
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