

FIGURE 26.4**Writer's Guide for Revising Progress Reports**

To download a copy of this Writer's Guide as well as a Writer's Guide for Planning Progress Reports, go to Chapter 26 at www.cengage.com/english/anderson7e.

**Writer's Guide
REVISING PROGRESS REPORTS**

Does your draft include each of the elements needed to create a report that your readers will find to be usable and persuasive? Remember that some elements of the superstructure may be unnecessary for your specific readers and purpose and that the elements may be organized in various ways.

Introduction

- ☐ Identifies the work your report covers
- ☐ Indicates the purpose of the work, if the readers need to be reminded
- ☐ Identifies the period covered
- ☐ Forecasts the rest of your report, if doing so would help your readers

Body of Report

- ☐ States whether your work on each of your tasks is progressing as planned with respect to schedule, budget, or other concerns of your readers
- ☐ Tells what you accomplished on each of your major tasks during the period covered by the report
- ☐ Identifies planned work that is not complete
- ☐ Reports results or accomplishments that your readers would like to know about immediately
- ☐ Identifies any significant problems your readers would want to know about
- ☐ Identifies specific tasks you will be performing during the next reporting period
- ☐ Describes the progress you expect to achieve during the next period
- ☐ Identifies any upcoming problems that your readers should know about
- ☐ Identifies any help you feel you need

Conclusion

- ☐ Includes final statement that lets your readers know how things stand overall

Recommendations

- ☐ Indicates any actions you think your readers should take

Prose (See Chapters 4, 5, 8, and 9)

- ☐ Presents information in a clear, usable, and persuasive manner
- ☐ Uses a variety of sentence structures and lengths

FIGURE 26.4 (continued)

Writer's Guide
REVISING PROGRESS REPORTS
(continued)

- ☐ Flows in a way that is interesting and easy to follow
- ☐ Uses correct spelling, grammar, and punctuation

Graphics (See Chapter 13)

- ☐ Included wherever readers would find them helpful or persuasive
- ☐ Looks neat, attractive, and easy to read
- ☐ Referred to at the appropriate points in the prose
- ☐ Located where your readers can find them easily

Page Design (See Chapter 14)

- ☐ Looks neat and attractive
- ☐ Helps readers find specific information

Ethics

- ☐ Treats all the report's stakeholders ethically
- ☐ Presents all information accurately and fairly