

FIGURE 26.2

Outline of Lloyd's Progress Report on Introducing a New Line of Clothes

In this report, Lloyd tells his readers about progress in several related projects, devoting a separate section to each one.

Introduction

Lloyd describes the work covered in his progress report, including the work's purpose. He identifies the time period covered.

Progress on Manufacturing

- **Past work**
Lloyd focuses on a problem.
- **Conclusion**
Lloyd explains the possible consequences of the problem.
- **Recommendation**
He recommends actions to be taken in response to the manufacturing problem he has described. If his recommendations are accepted, they will be his future work.

Progress on three other projects

Lloyd briefly describes past work on three other projects, emphasizing accomplishments. Because there are no problems, he has no need to make recommendations. Similarly, because his readers already know what he will be doing, he does not need to describe his future work.

Conclusion

Lloyd summarizes by telling how things stand overall.

Lloyd ends with a reference to his recommendations in Section II.B.

Progress on Development of New Line of Clothes

I. Introduction

- A. I am reporting on progress during the past month on the High Look project.
- B. The report covers the activities of all the groups working under me to introduce our line of high-fashion clothes for women.

II. Manufacturing

A. Huge problem

1. Last week, garment workers at the Saucon factory went on a wildcat strike.
2. Saucon is making 65% of our dresses and 45% of our blouses.
3. Garments are going to arrive late at retail stores if the strike continues another two days; that would decrease sales by very large amounts.
4. This morning, Saucon management predicted no quick settlement.

B. Recommendations

1. Contract with Webster Corporation to begin manufacturing the garments if we can get the fabrics.
2. Immediately begin picking alternative fabrics.

III. Marketing

- A. Orders continue to arrive.
- B. We will probably make waves, if we can get our goods to market.

IV. Designs for Next Year

- A. Progress is on schedule.
- B. Designers are playing with ideas for High Look.

V. All Other Areas: Proceeding Well

VI. Conclusion

- A. Although things are going well in most areas, we face a major crisis if our initial offering fails to sell because our goods don't make it to retailers on time.
- B. Let's do something.

because your readers will include people who don't know or may have forgotten it. You are especially likely to have such readers when your progress reports are widely circulated in your own organization or when you are reporting to another organization that has hired your employer to do the work you describe. You can usually explain its purpose most helpfully by describing the problem that your work will help your readers solve.