Here's a checklist to go through:

Check the facts and figures. This comes down to the tiniest details. such as correct and complete business names.
Write an introduction. Provide an overview of what the progress report contains. One paragraph will usually do.
Get your teammates' sign-off. They can help check for typos and lacking or incorrect details.
Add certain details at the top Of the document. such as Who wrote the report, to whom it is addressed, and when it Will be submitted.
Check for errors in grammar and spelling. You can use tools like Grammarly to help you out.
Read the document out loud. If a sentence gives you pause, or if you have to repeat it to understand it, rewrite it.
Enhance readability with formatting. Make section headers stand out by using a bold font in a larger size.
Check that typefaces, font styles, and spacing are used consistently throughout the progress report. use white space.

Make and Share Free Checklists checkli.com