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.

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