Citation:

Thesis:
This chapter focuses on how to write a progress report and what should be included in it.

Notes:
I. Typical writing situations
   A. You tell your readers about your progress on one project
   B. You describe your work on all your projects
II. Questions readers ask most often
   A. What does it cover and what is the purpose?
   B. Is your work progressing as planned and what results have you produced?
   C. What progress do you expect during the next reporting period?
   D. How do things stand overall and what do you think we should do?
III. Superstructure for progress reports
   A. Introduction
   B. Facts and discussion
   C. Conclusion
   D. Recommendations
IV. Preparing progress report
   A. Defining your report goals
   B. Conducting research
   C. Planning
   D. Drafting and revising
V. Tone in progress report
   A. Inflated or highly optimistic
   B. Persuasive

Quotes:
“Almost all progress reports have this in common: their readers are primarily concerned with the future.” (561)
“Progress reports are prepared so often in the workplace that a set of conventions has developed concerning their content and organization.” (562)

Questions:
Should everything on the revising progress report be seen in your work?

Connections:
The main connection is using this information when putting together our progress report. This will be useful in anything we do because you should always evaluate how a process is going and come up with recommendations to make it better.