

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.