Copilot Prompt to Check My Progress Report

I am a _____ major, and I am writing a Progress Report on my work on the Informational Report for Non-Expert Readers. I am uploading my draft. Please help me check the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria.

My Progress Report makes a **professional first impression**, with a visually balanced layout, consistent formatting, and clear visual hierarchy that makes the document easy to navigate.

My progress report includes **a two-paragraph Introduction section** that does not use a heading for the section, as it is obviously the introduction. The introduction provides a purpose statement for the progress report [in a sentence or two] that names the project, defines the time period covered by the report, and tells the purpose (to inform readers about the current status of the report), and it indicates purpose of project by mentioning the project's objectives and scope, naming the major work areas in a sentence, and summarizing the work done to date to introduce the body of the progress report, where you'll discuss this info in depth.

My **Work Completed section** clearly describes specific tasks and progress so far, with sufficient detail. It uses specific, concrete details to describe the work completed. The section begins with the heading "Work Completed" (without the quotation marks) and organizes the information with subheadings.

My **Work Scheduled section** begins with a sentence that introduces the Gantt Chart and is followed by the updated Gantt chart. The section begins with the heading "Work Scheduled" (without the quotation marks).

The **Gantt Chart** in my Progress Report uses **clear formatting and design**, including readable font sizes, effective use of color, clear labeling, and an overall layout that makes the schedule easy to understand.

If relevant, a **Problems Encountered section** identifies challenges and explains strategies to address them (this section is optional). The section begins with the heading "Problems Encountered" or a similar heading such as "Challenges Addressed" (both without the quotation marks). The section organizes the information with subheadings if more than one problem is included.

My progress report includes **a Conclusion** thatperforms any of the following tasks [in whatever I believe is the most logical order]: appraises the work

done thus far, draws conclusions or make recommendations concerning work, using separate subheadings if needed, and/or looks to future tasks in a sentence or two you sign off in a cordial manner by indicating flexibility and encouraging reader response. The conclusion provides contact info for the team leader so that the reader can follow up with questions.

My progress report follows **standard memo format**, including correct spacing, margins, and page numbers if longer than one page. My progress report begins with the required memo headers (To, From, Date, Subject), using correct formatting. My subject line for the memo is clear and specific. My document does not include elements of other kinds of correspondence (such as an opening greeting like "Dear" or closing block like "Yours truly" and a signature).

My progress report uses graphics and design elements that make the subject and the document itself more visually enticing to readers and holds their attention. These elements can include bullet lists; headings and subheadings; use of color; font type, weight, and size; horizontal rules; and boxes. My document design strategies follow CRAP design principles (Contrast, Repetition, Alignment, Proximity). Spacing, font, and layout choices support readability.

My progress report uses a **clear, objective, and professional tone**. The document uses plain language techniques throughout: sentences are short, clear, and free of jargon.