

# Copilot Prompt to Check Our Group Progress Report

I am writing a Progress Report on the work our group has completed. 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.

Our group progress report begins with the required memo headers (to, from, subject, and date).

Our group progress report uses a clear and specific subject line for the memo.

Our group progress report uses standard memo format and document design. Our group progress report uses single spacing within section paragraphs and double spacing between sections and between paragraphs. There are page numbers, if the document is longer than one page. The 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).

Our group progress report begins with an Introduction that reminds the reader of the Recommendation Report or Fact Sheet Collection project. The introduction is at least two paragraphs long. It summarizes the work that has been accomplished so far, and provides a purpose statement, which identifies the purpose of the document.

Our group progress report includes a Work Completed Section that tells the reader what we've been able to accomplish so far. It uses specific, concrete details to describe the work completed. The Work Completed section begins with a brief introduction that summarizes the work our group has completed so far. It then summarizes the main tasks completed to date, specifying the time period covered and the major tasks completed [ex: writing, research, production of visual aids]. This section then discusses each major task that has been completed in a paragraph or two of its own, with its own subheading. The completed major tasks in the order in which they were brought up in the introduction to the section.

Our group progress report includes a Work Scheduled Section that identifies work we still have left to do. It introduces the schedule with a brief summary of the work that still needs to be done, organizing the work chronologically and specifying the time period covered. The Work Scheduled Section then discusses each scheduled major task in a paragraph of its own, with its own subheading. The scheduled major tasks are organized in the order they were brought up in the introduction to the section. The section ends with a Gantt Chart that breaks down the remaining tasks and gives a tentative completion date for each.

Our group progress report includes a Conclusion that wraps up the report. The Conclusion should do at least one of the following: appraise the work done thus far, draw conclusions about the work, or make recommendations concerning the work. If more than one of the options is used, the information is organized with separate subheadings. The Conclusion looks to future tasks in a sentence or two before ending, indicating flexibility and encouraging reader response. The Conclusion ends by providing specific contact information for our group leader should the reader have additional questions.

Our group progress report uses informative headings and subheadings to help your readers navigate the report. The subheadings are visibly different from the main section heading. They use a slightly smaller font than the main section heading (but a bigger font than is used for the paragraphs). They can also be a different color or size.

Our group progress report uses graphics and design elements that will make the subject and the document itself more visually enticing to the reader and hold their attention. These can include bullet lists; headings and subheadings; use of color; font type, weight, and size; horizontal rules; and boxes.