Copilot Prompt to Check My Progress Report

I am writing a Progress Report on my progress on the Informational Report for Non-Expert Readers. I am uploading my draft. Please help me check for 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 begins with the required memo headers (To, From, Date, Subject), using correct formatting. My subject line for the memo is clear and specific.

My progress report follows standard memo format and consistent document design, including correct spacing, margins, and pagination if longer than one page. 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 introduction provides reminds the reader of the Informational Report for Non-Experts and provides both a purpose statement and an overview of my progress so far on the Informational Report. The introduction is two paragraphs long. It summarizes the work that has been accomplished so far in the first paragraph, and provides a purpose statement, which identifies the purpose of the document, in the second paragraph. My introduction does not use a heading.

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).

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" (without the quotation marks) and organizes the information with subheadings if more than one problem is included.

My Conclusion wraps up the report and provides my contact information. My conclusion does not use a heading.

My report uses plain language and an objective tone. Sentences are short, clear, and free of jargon.

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.