

AN APPROACH TO PROGRESS REPORTS

A SIX POINT WRITING PLAN

This report will take the form of an informal letter to someone outside your company (your English teacher for example) .It will be about a problem you solved at work (any kind of problem ,big or small)

1 TITLE

2 GIVE THE BACKGROUND TO THE PROBLEM

(time) ago ,we were having difficulties with...
We couldn't...
We weren't able to...

BACKGROUND

1
2
3

3 DESCRIBE THE PROBLEM

PROBLEM

Well, the problem we were facing...
was not
but....

4 DESCRIBE ITS EFFECTS

EFFECTS

Now ,obviously ,this was having an effect on....
as well as.....
and...

1
2
3

5 DESCRIBE THE ACTION YOU TOOK

ACTION

Well, basically, there were....things we had to do.
Our first priority was to...
And finally
,we

6 DESCRIBE THE RESULTS. (maybe a graph)

RESULTS