

PROGRESS REPORTS

1) WHAT HAVE YOU ACCOMPLISHED

Use of present perfect so far, I have been able to

2) DESCRIBE BRIEFLY WHAT YOU ARE CURRENTLY WORKING ON

- Is everything progressing well?
- Are you meeting any problems ,
- Will you be able to finish in time ,

3) WHAT IS PLANNED FOR THE NEXT PERIOD ?

After writing this report you should also be able to talk about it during a phone call for example