

# 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