6.4: Other Parts of Progress Reports

In your progress memo or report, you also need to include the following sections: (a) an introduction that reviews the purpose and scope of the project, (b) a detailed description of your project and its history, and (c) an overall appraisal of the project to date, which usually acts as the conclusion.

- Opening paragraph introducing the purpose of the memo and a reminder about the project topic
- Summary of the project
- Specific objectives of the project
- Scope, or limits, of the project
- Research gathered
- Overall assessment or appraisal of the project at this time

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