

## Report checklist

Photocopy this checklist and use it with every report that you write.

- What was my aim in writing this report?
- Have I achieved my goals?
- Is the title page adequate: title and sub-title; author and position; reader and position? Date?
- Is the title/sub-title appropriate?
- Was an abstract necessary? Is there one? Is it clear?
- Is there a contents page? Is it clear?
- Is there an introduction?
- Are there sub-sections on:
  - Background?
  - Terms of reference?
  - Methodology?
- Are the sections and sub-sections of the findings clearly labelled?
- Does the reader get sufficient information to make the decisions I desire?
- Is all the information necessary or have I written too much?
- Can the reader follow the development of my ideas? Are they laid out logically?
- Is the layout simple and consistent?
- Are the language and tone suitable for the actual reader?
- Is the style appropriate to the subject and reader?
- Do I offer sufficient evidence to 'prove' my points?
- Do I discuss my evidence/data?
- Does my conclusion follow logically from my arguments?
- Is there a 'conclusion' for every section of the body?
- Have I really laid the groundwork for my recommendations?
- Is there a recommendation for each conclusion?
- Should there be a glossary? If there is one, is it comprehensive?
- Are the appendices clearly labelled? Is the reader directed to each appendix in the body of the report?
- Is the bibliography adequate? Is it laid out in the correct way? (Remember, alphabetical order by author's surname.)

Obviously if the answer to any of these questions is 'No' then you must make the necessary changes.



### Photocopiable:

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