



# Report writing checklist

When you've finished your report, triple check you have everything covered off with these report writing checkpoints.

Check how well your report meets the following standards:

- ✓ Does the report respond to all parts of the assignment question?
- ✓ Does the report have a conventional format and structure?
- ✓ Is there a title page that includes:
  - title of the report?
  - subject name and code?
  - your name?
  - student ID?
  - details of the person(s) for whom the report was prepared?
- ✓ Does your table of contents include:
  - all sections and subsections?
  - captions for tables and graphs?
  - appendices?
- ✓ Is there an executive summary or abstract?
- ✓ Can the executive summary/abstract be read independently of the rest of the report?
- ✓ Does the introduction clearly state the context, background and purpose of the report?
- ✓ Does each section of the report contain clear headings and sub-headings?
- ✓ Does the report contain a logical flow of structured paragraphs?
- ✓ Is the methodology clearly presented, and does it explain how the research was conducted and data analysed?
- ✓ Is there a results/findings section that presents the outcome of the data collection and analysis?
- ✓ Does the discussion section of the report interpret and evaluate the results?
- ✓ Does the conclusion summarise the main findings of the report?
- ✓ Does the report include any recommendations that may have arisen from the findings?
- ✓ Has all additional information relevant to the report been added as appendices to the report?
- ✓ Are all ideas and information that are not your own correctly presented and cited in the body of the report?
- ✓ Does your reference list, at the end of the report, include all sources mentioned in the text?