Charles Sturt University

Report Writing Checklist

Check that your report has the following features:

1. Are all parts of your assignment question/task covered?

2. Is there a clear introduction that clearly states the purpose of the report?

3. Do the **Conclusion** and **Recommendations** clearly show how the assignment task has been addressed?

4. Have you used a conventional report format and structure?

5. Is there a **title page** that includes title of the report, your name and student number, name of the course, date?

6. Do you have a **Table of Contents** with page numbers?

7. Is there an **Executive Summary** or **Abstract** that summarises the whole report?

8. Does the **Introduction** outline the context, background and purpose of the report?

9. Is there a **Method** section where the research techniques used are clearly explained?

10. Is there a well-structured body section where the information is organized logically under your own content headings?

11. Do you have a **Results/Findings** section that presents and summarises your findings?

12. Is there a **Discussion** section explaining and interpreting the results?

13. Does the **Conclusion** sum up what was covered?

14. Do you have **Recommendations** that suggest possible future actions or solutions? (May use bullets here).

15. Have you included a **Reference List** that includes all references used in your report, in the appropriate style?

16. Have you included **Appendices** for extra information?

17. Are there clear headings and sub headings for each section and each content heading?

18. Are there clear, structured paragraphs?