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 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?