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?