A report checklist

1. Argument & Ideas

Focus & Relevance
- ☐ Have you addressed the brief (or terms of reference)?
- ☐ Are your conclusions and recommendations clear?

Analysis & Use of Evidence
- ☐ Is each point supported by appropriate and reliable evidence?
- ☐ Have you analysed, as well as reported, the evidence?
- ☐ Have you presented the evidence objectively?

Logical flow
- ☐ Is there a set of clearly defined points in a logical order?

2. Structure & Coherence

Organisation
- ☐ Is the structure appropriate to the purpose of the report?
- ☐ Have you included "content clues" to highlight the logical structure (e.g. introductory statements in sections, topic sentences in paragraphs)?
- ☐ Have you included "organisational clues" (e.g. contents page, informative headings) and "layout clues" (e.g. numbering system, visual layout) to highlight the logical structure?
- ☐ Have you placed detailed "optional" data in the appendices?

Executive Summary (Abstract)
- ☐ Have you provided an "overview" that includes the purpose, key issues, conclusions and recommendations?

Introduction
- ☐ Does your introduction include the problem, purpose and scope of the report?

Unity
- ☐ Does each paragraph focus on one main point?

Flow

☐ Are there clear links or transitions between paragraphs and between sections?

Conclusion

☐ Do your conclusions follow logically from the evidence or findings?

☐ Do your recommendations follow logically from the conclusions?

3. Clarity & Usage

Clarity

☐ Is the meaning of your sentences clear?

☐ Have you used visuals (eg graphs, tables, diagrams) where they present information better than in text form? Have you linked to the visuals to the text (e.g. "see Figure 2", "Appendix 3 provides…")

Accuracy

☐ Is the grammar, punctuation and spelling correct?

(Have you used the computer spell check and then re-checked it yourself? Have you checked for the types of mistakes you commonly make?)

☐ Are the calculations correct?

Style

☐ Is your writing concise?

(eg: Have you avoided repetition? Have you avoided unnecessary jargon, clichés and qualifiers?)

☐ Have you followed the formal conventions of academic writing?
(eg: Have you avoided contractions? Have you used a consistent style for abbreviations? Have you written commonly shortened names in full the first time they are used, followed by the acronym in square brackets (eg Department of Conservation [DOC])? Have you spelt out numbers one to ten and all numbers at the start of sentences?

4. Presentation

☐ Have you met the presentation requirements (e.g. layout)?

☐ Have you checked the formatting?
Eg: have you checked captions, labels, page numbering ?

☐ Have you used the appropriate referencing style