

Report Writing Checklist

Checklist

Item	Done	Comments/additons
Report answers the question/meets the assignment brief		
The title indicates what the report is about		
The abstract/summary is concise and accurately reflects what the research is about		
All sections are included and clearly labelled and numbered		
All materials are in the right sections		
Contents page is complete, accurate, and includes page numbers.		
Introduction is succinct and covers all sections in brief		
Literature review demonstrates breadth, depth and relevance of previous research		
Research methodology is clearly written and explains in detail methods used (Anyone should be able to repeat your research)		
Results/findings presented clearly and accurately. Any graphs or tables are clearly labelled and explained. State whether they support your hypothesis /ideas or not		
Conclusions reflect results of your research		
Writing style is fit for purpose		
It meets the word limit		
Citations and references are complete and accurate		
Appendices are numbered		
Carefully proof – read		
All necessary cover sheets are complete and include your name, course, dates		

