

## Report writing checklist

For advice on writing and structuring reports, see the [Report Quick Guide](#) under *Types of Assessments*.

| Checklist for each type of report |  |   |  |
|-----------------------------------|--|---|--|
| Section                           | Research Report  | Research by Reading Report  | Evaluation Report  |
| <b>Abstract/Executive Summary</b> | <p>Does this contain the purpose of the report, the main issues/topics that have been identified, reasons why they are issues/topics and the conclusions?</p> <p>Is there a summary sentence for each main part of the report, especially for the major conclusions?</p>   |   |  |
| <b>Introduction</b>               | <p>Have I:</p> <ul style="list-style-type: none"> <li>stated the aim of the report?</li> <li>identified any limitations to the study?</li> <li>defined essential terms?</li> <li>provided background information to establish the context?</li> <li>given a review of the literature? (This is sometimes presented as a separate section.)</li> <li>referenced accurately?</li> </ul>  | <p>Have I:</p> <ul style="list-style-type: none"> <li>stated the purpose of the report?</li> <li>established the context or given background information about the topic?</li> <li>stated how the investigation was limited (if applicable)?</li> <li>defined basic terms (if short)?</li> <li>referenced accurately, especially any definitions?</li> </ul>  | <p>Have I:</p> <ul style="list-style-type: none"> <li>stated the purpose of the report?</li> <li>identified what the reader needs to know to understand the context of my analysis/evaluation?</li> <li>identified the criteria used to evaluate the practice or situation?</li> <li>given a short definition of any essential terms?</li> <li>identified any limitations (if appropriate)?</li> <li>given my conclusions and findings?</li> <li>numbered each section?</li> </ul> |
| <b>Body</b>                       | <p><i>Method:</i></p> <p>Have I:</p> <ul style="list-style-type: none"> <li>given all the details on how the data was gathered? Is it in a logical order?</li> <li>justified my methodology?</li> </ul> <p><i>Results:</i></p> <p>Have I:</p> <ul style="list-style-type: none"> <li>recorded only the results in this section and avoided interpreting?</li> <li>introduced tables, graphs or maps, that is, given them a title?</li> </ul> <p><i>Discussion:</i></p> <p>Is my information organised in a logical way? Are the headings/titles appropriate?</p> <p>Have I:</p> <ul style="list-style-type: none"> <li>selected the major findings and interpreted them in relation to the theory</li> </ul> | <p>Have I:</p> <ul style="list-style-type: none"> <li>organised the Body under headings related to the main issues/points?</li> <li>used paragraph structure appropriate to my purpose?</li> </ul> <p>Does:</p> <ul style="list-style-type: none"> <li>the first sentence of each paragraph state the point I want to make?</li> <li>the paragraph make sense without the heading?</li> </ul> <p>Have I:</p> <ul style="list-style-type: none"> <li>explained how the main points are relevant to the topic?</li> <li>explained how these issues relate to a</li> </ul> | <p>Have I:</p> <ul style="list-style-type: none"> <li>organised the Body under headings and sub-headings to represent the various sections and sub-sections of the Body?</li> <li>used paragraph structure appropriate to my purpose?</li> <li>provided analytical/reflective/evaluative/critical comments where appropriate?</li> <li>demonstrated how my findings relate to the theory?</li> <li>explained the implications?</li> <li>used appropriate references?</li> </ul>    |

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|-----------------------------------|---|---|--|
| Section                           | Research Report   | Research by Reading Report  | Evaluation Report  |
|                                   | <p>presented in the literature review, discussing their similarities and differences?</p> <ul style="list-style-type: none"> <li>used appropriate references?</li> </ul>                              | <p>practical situation?</p> <ul style="list-style-type: none"> <li>used appropriate references?</li> </ul>  |  |
| Conclusion/Recommendations        | <p>Have I:</p> <ul style="list-style-type: none"> <li>identified my major finding/s?</li> <li>mentioned other findings?</li> <li>shown the relevance of the findings to the 'big picture'?</li> </ul> | <p>Have I:</p> <ul style="list-style-type: none"> <li>identified the main issues/points?</li> <li>stated why they are the main issues/points?</li> <li>identified implications of these issues/points?</li> </ul> | <p>Have I:</p> <ul style="list-style-type: none"> <li>identified my major conclusion/s in relation to the assessment task?</li> <li>made any appropriate recommendations?</li> </ul> |
| List of References                | Do I have a list of references on a separate page? Is the referencing style correct? Check your School's referencing guide for which referencing style applies.                                       |   |  |

Check the *SCU Learning Zone* for more related Quick Guides.