

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

Checklist for each type of report

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"> used appropriate references? 	<p>practical situation?</p> <ul style="list-style-type: none"> used appropriate references? 	
Conclusion/ Recommendations	<p>Have I:</p> <ul style="list-style-type: none"> identified my major finding/s? mentioned other findings? shown the relevance of the findings to the 'big picture'? 	<p>Have I:</p> <ul style="list-style-type: none"> identified the main issues/points? stated why they are the main issues/points? identified implications of these issues/points? 	<p>Have I:</p> <ul style="list-style-type: none"> identified my major conclusion/s in relation to the assessment task? made any appropriate recommendations?
List of References	<p>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.</p>		

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