Report writing checklist

Southern Cross University

Academic Skills
Quick Guide

What is in this guide
- A checklist for each type of report
- Related Quick Guides

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: • 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: • 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: • 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?

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Checklist for each type of report

Section	Research Report	Research by Reading Report	Evaluation Report
Body	Method: Have I: • given all the details on how the data was gathered? Is it in a logical order? • justified my methodology? Results: Have I: • recorded only the results in this section and avoided interpreting? • introduced tables, graphs or maps, that is, given them a title? Discussion: Is my information organised in a logical way? Are the headings/titles appropriate? Have I: • selected the major findings and interpreted them in relation to the theory presented in the literature review, discussing their similarities and differences? • used appropriate references?	Have I: • organised the Body under headings related to the main issues/points? • used paragraph structure appropriate to my purpose? Does: • the first sentence of each paragraph state the point I want to make? • the paragraph make sense without the heading? Have I: • explained how the main points are relevant to the topic? • explained how these issues relate to a practical situation? • used appropriate references?	Have I: • 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?
Conclusion/ Recommendations	Have I: • identified my major finding/s? • mentioned other findings? • shown the relevance of the findings to the 'big picture'?	Have I: • identified the main issues/points? • stated why they are the main issues/points? • identified implications of these issues/points?	Have I: • identified my major conclusion/s in relation to the assignment task? • made any appropriate recommendations?
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.		

Related Quick Guides

Writing reports