### Report writing checklist

**What is in this guide**
- A checklist for each type of report
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<table>
<thead>
<tr>
<th>Section</th>
<th>Research Report</th>
<th>Research by Reading Report</th>
<th>Evaluation Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abstract/Executive Summary</strong></td>
<td>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?</td>
<td></td>
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<tr>
<td><strong>Introduction</strong></td>
<td>Have I:</td>
<td></td>
<td>Have I:</td>
</tr>
<tr>
<td></td>
<td>• stated the aim of the report?</td>
<td>• stated the purpose of the report?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• identified any limitations to the study?</td>
<td>• established the context or given background information about the topic?</td>
<td></td>
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<tr>
<td></td>
<td>• defined essential terms?</td>
<td>• stated how the investigation was limited (if applicable)?</td>
<td></td>
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<tr>
<td></td>
<td>• provided background information to establish the context?</td>
<td>• defined basic terms (if short)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• given a review of the literature? (This is sometimes presented as a separate section.)</td>
<td>• referenced accurately, especially any definitions?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• referenced accurately?</td>
<td></td>
<td>• numbered each section?</td>
</tr>
</tbody>
</table>
## Checklist for each type of report

<table>
<thead>
<tr>
<th>Section</th>
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</table>
| **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 subheadings 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](#)