



A checklist for effective reports



Before you submit your work, check that it includes these features of good reports:

	Tick box when checked
Does it answer the purpose stated (or implied) in the brief?	<input type="checkbox"/>
Does it answer the needs of the projected reader?	<input type="checkbox"/>
Has the material been placed in the appropriate sections?	<input type="checkbox"/>
Has all the material been checked for accuracy?	<input type="checkbox"/>
Are graphs and tables carefully labelled?	<input type="checkbox"/>
Is data in graphs or tables also explained in words and analysed?	<input type="checkbox"/>
Does the discussion/conclusion show how the results relate to objectives set out in the introduction?	<input type="checkbox"/>
Have you discussed how your results relate to existing research mentioned in your literature survey?	<input type="checkbox"/>
Has all irrelevant material been removed?	<input type="checkbox"/>
Is it written throughout in appropriate style (i.e. no colloquialisms or contractions, using an objective tone, specific rather than vague)?	<input type="checkbox"/>
Is it jargon-free and clearly written?	<input type="checkbox"/>
Has every idea taken from or inspired by someone else's work been acknowledged with a reference?	<input type="checkbox"/>
Have all illustrations and figures taken from someone else's work been cited correctly?	<input type="checkbox"/>
Has it been carefully proof-read to eliminate careless mistakes?	<input type="checkbox"/>