



REPORT CHECKLIST

Use this sheet to help you:

- plan, write, edit and proofread research reports in terms of:

A. The Report Format

- Title Page
- Tables of Contents
- Abstract
- Introduction
- Literature Review
- Methodology
- Procedure
- Results
- Discussion
- Conclusion
- Recommendations
- Appendices
- Reference List

B. Language, Referencing and Presentation

- Paragraphing
- Language, Fluency and Cohesion
- Referencing and Citations
- Presentation

REPORT CHECKLIST



A. The Report Format	STRONG ✓	WEAK ✓
Title Page		
Author's name	<input type="checkbox"/>	<input type="checkbox"/>
Person or body for whom it is written	<input type="checkbox"/>	<input type="checkbox"/>
Purpose of the report / terms of reference	<input type="checkbox"/>	<input type="checkbox"/>
Date report was requested	<input type="checkbox"/>	<input type="checkbox"/>
Date report is due	<input type="checkbox"/>	<input type="checkbox"/>
Tables of Contents		
Main sections / subsections listed	<input type="checkbox"/>	<input type="checkbox"/>
List of tables and figures	<input type="checkbox"/>	<input type="checkbox"/>
Abstract		
Background	<input type="checkbox"/>	<input type="checkbox"/>
Purpose	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	<input type="checkbox"/>	<input type="checkbox"/>
Results	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions / recommendations	<input type="checkbox"/>	<input type="checkbox"/>
Introduction		
Outline of problem / issue	<input type="checkbox"/>	<input type="checkbox"/>
Definitions of terms	<input type="checkbox"/>	<input type="checkbox"/>
Background and rationale	<input type="checkbox"/>	<input type="checkbox"/>
Purpose / research questions / hypotheses	<input type="checkbox"/>	<input type="checkbox"/>
Nature of study, time horizon, study setting / unit of analysis	<input type="checkbox"/>	<input type="checkbox"/>
Literature Review		
Logically sequenced discussion of key literature	<input type="checkbox"/>	<input type="checkbox"/>
Comparison / contrast of key literature	<input type="checkbox"/>	<input type="checkbox"/>
Identification of gaps / flaws in literature	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of the need for further research	<input type="checkbox"/>	<input type="checkbox"/>
Methodology		
Research design issues	<input type="checkbox"/>	<input type="checkbox"/>
Mention of prior use of methodology	<input type="checkbox"/>	<input type="checkbox"/>
Methodological scope and limitations	<input type="checkbox"/>	<input type="checkbox"/>
Population and sample issues	<input type="checkbox"/>	<input type="checkbox"/>
Variables and measures used	<input type="checkbox"/>	<input type="checkbox"/>
Data analysis techniques	<input type="checkbox"/>	<input type="checkbox"/>
Procedure		
Stages of the experiment / dates	<input type="checkbox"/>	<input type="checkbox"/>
Collation and tabulation of results	<input type="checkbox"/>	<input type="checkbox"/>
Results		
Objective and clear description of main findings	<input type="checkbox"/>	<input type="checkbox"/>
Numbered and captioned tables graphs and diagrams	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate references to visual information in the text	<input type="checkbox"/>	<input type="checkbox"/>

REPORT CHECKLIST



	STRONG	WEAK
Discussion		
Reference to purposes / hypotheses of study	<input type="checkbox"/>	<input type="checkbox"/>
Review of key findings in relation to purposes / hypotheses	<input type="checkbox"/>	<input type="checkbox"/>
Possible explanations for, or speculations about findings	<input type="checkbox"/>	<input type="checkbox"/>
Limitations of study	<input type="checkbox"/>	<input type="checkbox"/>
Conclusion		
Summary	<input type="checkbox"/>	<input type="checkbox"/>
Limitations of the study	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations		
What / how / by whom	<input type="checkbox"/>	<input type="checkbox"/>
Appendices		
Clearly titled and presented list of relevant appendices	<input type="checkbox"/>	<input type="checkbox"/>
Reference List	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive list of sources	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate formatting	<input type="checkbox"/>	<input type="checkbox"/>
B. Language, Referencing and Presentation		
Paragraphing		
Sequencing of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
Topic sentences	<input type="checkbox"/>	<input type="checkbox"/>
Supporting sentences	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of all points	<input type="checkbox"/>	<input type="checkbox"/>
One main idea per paragraph	<input type="checkbox"/>	<input type="checkbox"/>
Linking of points within paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
Length of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
Language, Fluency and Cohesion		
Grammar	<input type="checkbox"/>	<input type="checkbox"/>
Sentence structure	<input type="checkbox"/>	<input type="checkbox"/>
Vocabulary (accuracy and formality)	<input type="checkbox"/>	<input type="checkbox"/>
Conciseness	<input type="checkbox"/>	<input type="checkbox"/>
Referencing and Citations		
Acknowledgement of all sources	<input type="checkbox"/>	<input type="checkbox"/>
Paraphrasing, summarising and quoting	<input type="checkbox"/>	<input type="checkbox"/>
Use of critical review language	<input type="checkbox"/>	<input type="checkbox"/>
Format of in-text citations	<input type="checkbox"/>	<input type="checkbox"/>
Bibliography / reference list	<input type="checkbox"/>	<input type="checkbox"/>
Appendices	<input type="checkbox"/>	<input type="checkbox"/>
Presentation		
Fonts, margins, spacing	<input type="checkbox"/>	<input type="checkbox"/>
Spelling and punctuation	<input type="checkbox"/>	<input type="checkbox"/>
Capitalisation	<input type="checkbox"/>	<input type="checkbox"/>
Titles	<input type="checkbox"/>	<input type="checkbox"/>
Tables, graphs, photographs, illustrations	<input type="checkbox"/>	<input type="checkbox"/>