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

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Design and layout: Pesina, J.
# REPORT CHECKLIST

## A. The Report Format

<table>
<thead>
<tr>
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### Title Page
- Author’s name
- Person or body for whom it is written
- Purpose of the report / terms of reference
- Date report was requested
- Date report is due

### Tables of Contents
- Main sections / subsections listed
- List of tables and figures

### Abstract
- Background
- Purpose
- Methodology
- Results
- Conclusions / recommendations

### Introduction
- Outline of problem / issue
- Definitions of terms
- Background and rationale
- Purpose / research questions / hypotheses
- Nature of study, time horizon, study setting / unit of analysis

### Literature Review
- Logically sequenced discussion of key literature
- Comparison / contrast of key literature
- Identification of gaps / flaws in literature
- Establishment of the need for further research

### Methodology
- Research design issues
- Mention of prior use of methodology
- Methodological scope and limitations
- Population and sample issues
- Variables and measures used
- Data analysis techniques

### Procedure
- Stages of the experiment / dates
- Collation and tabulation of results

### Results
- Objective and clear description of main findings
- Numbered and captioned tables graphs and diagrams
- Appropriate references to visual information in the text
# REPORT CHECKLIST

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## Discussion
- Reference to purposes / hypotheses of study
- Review of key findings in relation to purposes / hypotheses
- Possible explanations for, or speculations about findings
- Limitations of study

## Conclusion
- Summary
- Limitations of the study

## Recommendations
- What / how / by whom

## Appendices
- Clearly titled and presented list of relevant appendices
- Reference List
- Comprehensive list of sources
- Appropriate formatting

## B. Language, Referencing and Presentation

### Paragraphing
- Sequencing of paragraphs
- Topic sentences
- Supporting sentences
- Relevance of all points
- One main idea per paragraph
- Linking of points within paragraphs
- Length of paragraphs

### Language, Fluency and Cohesion
- Grammar
- Sentence structure
- Vocabulary (accuracy and formality)
- Conciseness

### Referencing and Citations
- Acknowledgement of all sources
- Paraphrasing, summarising and quoting
- Use of critical review language
- Format of in-text citations
- Bibliography / reference list
- Appendices

### Presentation
- Fonts, margins, spacing
- Spelling and punctuation
- Capitalisation
- Titles
- Tables, graphs, photographs, illustrations