

REPORT CHECKLIST

Check that your report has the following features.	Yes	No	N/A
1. Are all parts of your assignment task covered? in relevant sections?			
2. Have you used the required report format and structure?			
3. Are there well-structured sections where the information is organised logically under content headings? Do headings clearly indicate the ideas that follow?			
4. Are there clear, structured paragraphs?			
5. Are there clear headings and sub-headings for each section? Have you used consistent heading styles to format the headings?			
6. Title page – includes title of the report, your name and student number, name of the course, lecturer/tutor's name, due date			
7. Table of contents – with page numbers			
8. Executive summary or abstract – summarises the whole report			
9. Introduction – outlines the context, background and purpose of the report			
10. Method – explains the research techniques used			
11. Results/ findings – presents and summarises your findings			
12. Discussion – explains and interprets results			
13. Conclusion - sums up what was covered and contain the 'answer'? No new information			
14. Recommendations - suggest possible future actions or solutions (may use bullets here)			
15. Are all tables, figures and diagrams clearly labelled?			
16. Have you included a reference list that includes all references used in your report, in the appropriate style?			
17. Have you included extra information in an appendix/appendices ? Is this clearly labelled?			

ESSAY CHECKLIST

Check that your essay has the following features.	Yes	No	Not sure
1. The task: Have you answered the question?			
Compare the finished assignment with the instructions and your plan. Does it answer the question? Does it show the type of thinking required (review, analyse, evaluate)?			
Have you provided enough evidence and detail to support your claims? Is the content accurate and concise?			
2. Structure: Is there a clear structure to your argument?			
Does the introduction clearly state the topic, your position (thesis) and preview what will be covered?			
Do the paragraphs contain topic sentences that refer to the purpose or argument as stated in the introduction?			
If you read only the topic sentence of each paragraph does the essay make sense?			
Are the links between paragraphs logical and clear? Are they linked to the topic?			
Does your conclusion answer the question/state your position and sum up the argument?			
3. Paragraphs: Do your paragraphs clearly communicate your argument?			
Does each paragraph have a topic sentence that links to the purpose or argument stated in the introduction?			
Are all the sentences in the paragraph linked to the central idea contained in the topic sentences?			
Are your ideas supported by appropriate evidence?			
Are your sources appropriately referenced in the correct style? Are your paraphrases different enough from the original?			
4. Cohesion: Is there a logical flow?			
Are relationships between ideas, both in paragraphs and between paragraphs, clear?			
Do you use appropriate linking words and phrases? (E.g. furthermore, however, because, another, etc.)			
5. References: Are your references correct?			
Do you have enough appropriate references? Are your sources reliable?			
Are all the sources referred to in the text listed in your reference list?			
Are your references in the correct order? (alphabetical for Harvard & APA; numerical order for Vancouver)			
Are all the referencing details provided? (author, date, title information, publication details)			
6. Proofreading: Have you checked for errors? (spelling, punctuation, sentences structure)			