

PREPARING A CHECKLIST – SAMPLE ANSWERS

Example 1

Write down a checklist containing at least eight items to avert fire accidents in public functions conducted in temporary structures.

Checklist for the safety of temporary structure

		YES	NO
01	Have I kept fire extinguishers ready?	√	
02	Have I instructed the inmates not to burn anything inside the structure?	√	
03	Have I checked the stability of the structure?	√	
04	Have I checked the electrical connections?	√	
05	Have I displayed 'No smoking' boards inside the structure?	√	
06	Have I arranged for fire-engines to stand nearby?	√	
07	Have I stored enough water to put out fire in the time of emergency?	√	
08	Have I checked all other safety arrangements?	√	

Example 2:

Imagine that you have to attend an interview in a core/ software company in Delhi. Make eight- item checklist with a proper title.

Check list for attending an interview

		YES	NO
01	Have I booked the ticket?	√	
02	Have I taken all the certificates and testimonials?	√	
03	Do I have the call letter with me?	√	
04	Are all my certificates properly arranged for an easy reference?	√	
05	Do I have a set of formal dress neatly packed?	√	
06	Have I taken my project report with me?	√	
07	Do I have enough money?	√	
08	Have I taken my mobile and other items that are required for my travel?	√	

Example 3

You are going to travel long distance by car. Help yourself with a checklist so that your journey is trouble free and comfortable.

Checklist for a long-distance travel in a car

		YES	NO
01	Is there water in the radiator?	√	
02	Is there enough petrol/diesel in car? the	√	
03	Are the brakes in good condition?	√	
04	Are the tyres properly inflated?	√	
05	Do the wipers function properly?	√	
06	Is the battery in good condition?	√	
07	Do the headlights and other lights function properly?	√	
08	Have I inflated the reserve- tyre?	√	

Example 4:

Imagine that you are the student- secretary of English-club association. You have to organize the inaugural function of the association, Prepare a checklist of 8 items for the successful conduct of the function.

Checklist for conducting the inaugural function of the English club association.

		YES	NO
01	Have I decorated the auditorium?	√	
02	Are the banners and posters displayed properly?	√	
03	Have I assigned students to receive the chief guest?	√	
04	Have I made the seating arrangement on the dais?	√	
05	Have I checked the functioning of the PA system?	√	
06	Have I prepared the order of events?	√	
07	Are the student- volunteers informed of their duties?	√	
08	Have I kept water bottles on the stage?	√	