# **Homework Report Checklist**

# The team member(s) responsible for checking each item should enter their initials in the field next to each question. All items should be addressed before submitting the assignment with the signed checklist attached.

# **Sections & Structure**

## **Overview**

|  |  |
| --- | --- |
|  | Is the overview concise? |
|  | Does it provide context about the business problem? |
|  | Does it briefly address your team’s work, quantifiable results, and recommendations? |
|  | Does it offer audience-centered reasons for recommendations? |

## **Body Sections**

|  |  |
| --- | --- |
|  | Does the report body include information on methods, analysis, quantifiable results, and  recommendations? |
| AR | Is content grouped into appropriate sections (*methodology*, *analysis*, *results*, *recommendations*)? |

## **Conclusion**

|  |  |
| --- | --- |
|  | Does the report have a conclusion? |
|  | Does the conclusion sum up the report and emphasize relevant takeaways? |

## **Structure**

|  |  |
| --- | --- |
| AR | Does each major section have a heading? |
| AR | Are sections, subsections, and paragraphs organized logically for easy navigation? |

# **Visuals**

## **Introduction, Discussion, and Captions**

|  |  |
| --- | --- |
| AR | Is each visual introduced in the text before it appears? |
| AR | Is each visual close to where it is introduced? |
| AR | Does each visual include a title with the following information: type (*table* or *figure*), number, and a  descriptive caption? |
|  | Is each visual discussed and interpreted in the text? |
| AR | Are figures and tables numbered separately? |
| AR | Are table captions above the table? Are figure captions below the figure? |

## **Visual Design**

|  |  |
| --- | --- |
|  | Do figures/tables use audience-friendly labels rather than variable names? |
|  | Are the visuals easy to interpret? |
|  | Are the visuals appropriately sized? |
|  | Do tables appear on one page (*not split between 2 pages*)? |
|  | Are legends and axis labels included for figures? |
|  | Are numbers in tables right aligned? |
|  | Are the visuals designed well (*ex*: *re-created in Word or Excel*, *not blurry or stretched*,…)? |

# **Document Design**

## **Title Page Design**

|  |  |
| --- | --- |
|  | Does it include a descriptive title? |
|  | Does it state the team name, team members’ names, and the submission date? |

## **Table of Contents Design**

|  |  |
| --- | --- |
|  | Does it list all the major sections of the report with corresponding page numbers? |
|  | Do the page numbers and sections in the Table of Contents match the report? |

## **Document Design for Entire Report**

|  |  |
| --- | --- |
|  | Is a standard typeface (*Calibri*, *Arial*, *etc.*) used? |
|  | Is the size of the body text between 10-12 pt.? |
|  | Are headings and subheadings used to organize information? |
|  | Are distinctive text styles (*bold*, *italic*, *etc.*) used to distinguish between heading levels? |
|  | Are text styles for headings used consistently (*ex*: *all level-one headings are bold*)? |
|  | Are all paragraphs an appropriate length (*fewer than 12 lines*)? |
|  | Is white space used to indicate paragraph breaks? |
|  | Are bullet lists used for a series of items and numbered lists to show a hierarchy? |

# **Writing Style and Mechanics**

## **Spelling and Capitalization**

|  |  |
| --- | --- |
|  | Are spelling errors located and corrected? |
|  | Is spelling consistent throughout (*no switching between acceptable spellings*)? |
|  | Is capitalization used appropriately (*proper nouns*, *etc*.)? |
|  | Is capitalization of words consistent throughout the report? |

## **Grammar and Punctuation**

|  |  |
| --- | --- |
|  | Are verb tenses used appropriately? |
|  | Are marks of punctuation used appropriately? |
|  | Is subject-verb agreement used in every sentence? |
|  | Is the grammar checker updated and are underlined grammar issues addressed? |

## **Writing Style**

|  |  |
| --- | --- |
|  | Are all sentences in the report easy for your audience to understand quickly? |
|  | Are most sentences written in active voice? |
|  | Are idioms and vague words (*there*, *here*, *etc*.) eliminated from the report? |
|  | Are acronyms introduced before being used? |
|  | Are well-written topic sentences included at the beginning of each paragraph? |
|  | Are lists parallel? |
|  | Is the appropriate point of view used when addressing your audience or describing team actions? |