

1. Introduction

- **Summary of the Study and Data:**
 - Have we clearly described the dataset, including its source, key variables, and the context of the analysis? If we missed or glossed over this in any section, we should revisit it.
- **Big Questions:**
 - Did we state the main questions that our analysis aimed to answer? Are the objectives aligned with the project's goals, such as predicting employee attrition and identifying factors influencing it?
- **Summary of Conclusions:**
 - Is there a high-level summary of the conclusions drawn from the analysis? Have we succinctly mentioned what we found out?
- **Outline of the Report:**
 - Did we preview the structure of the report, so the reader knows what to expect in the following sections?

2. Body

- **Traditional Format:**
 - **Data:**
 - Have we provided a thorough description of the dataset, including the size, variables, and data collection methods? Did we mention any cleaning or preprocessing done on the data?
 - **Methods:**
 - Did we outline the analytical techniques used (e.g., regression, hypothesis testing) clearly, without over-explaining statistical theory?
 - **Analysis:**
 - Did we provide a detailed analysis of the data with the appropriate methods? Are visuals (graphs, tables) included where necessary to support the findings?
 - **Results:**

- Are the results discussed thoroughly, with conclusions drawn from the data and their implications?
- **Question-Oriented Format:**
 - If we chose this format, did we organize the body around specific questions (e.g., Success Rate, Time to Relapse) and address methods, analysis, and conclusions for each?

3. Conclusion(s)/Discussion

- **Revisit Key Questions:**
 - Did we revisit the original questions from the introduction and summarize how they were addressed?
- **Additional Insights:**
 - Did we highlight any unexpected findings or insights gained through the analysis?
- **Limitations & Future Research:**
 - Have we discussed any limitations of the analysis and suggested areas for further research or improvement?
- **Actionable Insights:**
 - Have we proposed clear recommendations or actions based on the analysis?

4. Appendices

- **Technical Details & Code:**
 - Did we include explanations for any complex methods or algorithms used, as well as any relevant code to replicate the analysis?
- **Tables and Figures:**
 - Are additional tables and figures included to support the analysis that weren't central to the main narrative?
- **References:**
 - Have we listed any references or external sources used?

Writing Style Guidelines:

- **Clarity & Conciseness:**

- Did we avoid jargon and keep the language clear and direct?

- **Objectivity:**

- Is the tone neutral and focused on the facts of the analysis, avoiding personal opinions?

- **Consistency:**

- Have we maintained consistency in terminology, references, and presentation throughout the report?

Final Check:

From this review, we can see if we adhered strictly to the guidelines. If we missed any of the above steps or details, we can make necessary adjustments to align more closely with the report structure. Let me know if you'd like to address any specific areas or if you'd like assistance with adjustments!