**Report Writing Checklist**

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| **Format** | |
| physical presentation, legibility, layout | stapled or comb-bound, folders should not be used |
| heading and sub headings | developed logically and consistently at each level (eg. size and style of headings) |
| decimal numbering system | used accurately and consistently, fourth level avoided |
| **Tables and figures** | |
| key tables/figures | uses in text (others, if required, in appendix) |
| zeros and rounded numbers | used for clarity sometimes |
| captions of tables/figures | selected for specific differences between tables/figure |
| caption information | consistent with text information |
| data in tables/figures | consistent with data in report |
| symbols/labels/signs | explained clearly |
| asterisks | added explanatory notes of further information, abbreviations, sources etc. that do not fit into rows or columns |
| **Structure** | |
| names/titles of people etc | spelt correctly & acknowledged fully |
| executive summary | written to highlight and summarise significant information |
| table of contents | matched exactly to text (e.g. titles of headings with decimal and pages numbering) |
| numbered sections with headings | introduction, body (divided clearly and developed logically) and conclusions |
| definitions of new terms | expressed accurately and clearly |
| abbreviations & acronyms | written in full when first used |
| report self-contained | include all relevant information |
| appendices | each referred to in the text of the report |
| **Content** | |
| information content | depth & appropriateness, use of sufficient reference material, author's opinion/key finding clearly stated |
| quality of discussion, conclusions | relationship to content, summative quality |
| **Referencing** | |
| acknowledges all sources of information (other than your own) | includes sources for diagrams and tables and wherever information is paraphrased or quoted in the text of the report. Referenced correctly twice, both in text and in reference list |
| fully documented reference list | only one reference system used: author-date or numerical system-all elements included |
| punctuation and elements | standardised exactly (e.g. order of elements, punctuation, capitals/case, formatting) |
| **Technical** | |
|  | the report has been adequately proof-read |
| wordiness | redundant or unnecessary words and phrased omitted |
| sentences | complete, tight, focued and varied in length |
| passive voice | used appropriately to emphasise the object of action rather than the agent  Passive: A large deviation was observed (object is large deviation - agent is unknown)  Active: I observed a large deviation (agent is I - object is large deviation) |
| parallel construction in lists | Where practical, begin each point in a list with similar grammatical pattern.   * Density is reported in ... * Blast-hole diameter is usually reported in ... * Rock strength is reported in ... |
| agreement | Subjects and verbs are related in number and person  e.g. She does/we do/it does |
| other expression | gender inclusive language, grammar, spelling, punctuation, consistent and appropriate tenses, fluency, correct word choice, conciseness, avoids cliches |