Checklist – Is this a Good Research Report?

Clear
- ☑ Is the purpose of the report clearly defined?
- ☑ Are the explanations easy to understand?

Structured
- ☑ Are the contents arranged in a systematic manner?
- ☑ Are headers, sub-headers, numbering and bullets used to make it easy to read and understand?

Factual
- ☑ Are the facts relevant and accurate?
- ☑ Are the conclusion and recommendations based on facts?
- ☑ Are personal viewpoints supported by facts?