



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?

*This checklist is available in the Summary notes on page 15.