**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.