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**ENGN6250 /​ COMP6250 |** Professional Practice 1

Week 10 **Tutorial Preparation**

Report Writing Checklist

The structure of a report and the presentation requirements are shown below. Check that the report includes the necessary sections – discriminate where necessary.

**Structure of a report**

|  |  |  |
| --- | --- | --- |
| **Section** | **Content** | **yes/no/na** |
| Does the title page include: | Report title? |  |
| Author(s) name? |  |
| Course and course code? |  |
| Tutorial and Tutor name? |  |
| Due/submission date? |  |
| Does the executive summary include: | Overview of the whole report? |  |
| Methods of analysis? |  |
| Findings/results? |  |
| Recommendations? |  |
| Does the table of contents include: | Hyperlinked list of (numbered) sections in report and their page numbers? |  |
| Does the introduction include: | Background information? |  |
| Aim or purpose of the report? |  |
| Outline of report structure? |  |
| Scope? |  |
| Terms of reference? |  |
| Does the body include: | Headings and sub-headings which accurately reflect the contents of each section? |  |
| Well-organised sections? |  |
| Cohesive paragraphs? |  |
| Dot-pointed lists? |  |
| Multiple references used as evidence for support? |  |
| Quality references used as evidence for support? |  |
| Consistent formatting for in-text referencing? |  |
| Images, diagrams, charts and or tables? |  |
| Does the conclusion include: | Summary of the major findings from the body of the report? |  |
| Limitations of the study? |  |
| New ideas or information? |  |
| A sense of completion? |  |
| Do the recommendations include: | Further work that needs to be done or identify alternatives that may solve or improve the problem? |  |
| Does the reference list: | List of reference material consulted during research for report? |  |
| Follow appropriate style guide – IEEE, APA or Harvard? |  |
| Include an accurate title? |  |
| Appear on a separate page? |  |
| Does the Appendix: | Include information that supports your analysis but is not essential to its explanation? |  |
| Include an accurate title? |  |
| Appear on a separate page? |  |

**Quality of a report**

|  |  |  |
| --- | --- | --- |
| **Section** | **Content** | **yes, no, na** |
| Is the presentation professional? | Title page |  |
| Abstract/Executive summary |  |
| Table of contents |  |
| Headings and sub headings |  |
| Paragraph spacing |  |
| Labels for images, figures and or tables |  |
| Font |  |
| Spacing |  |
| Page numbers |  |
| Headers and Footers |  |
| Page breaks |  |