

REPORT WRITING CHECKLIST

MACRO ISSUES

Focus / Purpose

1. Have the requirements of the assignment topic have all been met?
2. Any suggestions on how the report could be more focused?

Report Structure: Coherence

1. Does the one paragraph flow naturally into the next?
2. Are there clear linking words and sentences between the paragraphs?
3. Have the paragraphs been presented in the best possible order?

Sections of the Report:

Title Page

1. Does the title of the report give a clear indication of the contents of the report, and is it short, factual and descriptive?
2. Does it include the organization's full name; writer's full name; and date?

Terms of Reference

1. Is it stated who commissioned the report and when, as well as the date by which the report should be completed?
2. Are the precise instructions of the task detailed?

Synopsis

Does the synopsis include:

1. topic of the report
2. background to and motivation for the investigation
3. objectives of the investigation
4. method of investigation
5. significant findings
6. conclusions
7. recommendations

Table of Contents

Are all sections of the report shown in the contents (including headings, sub-headings, and page numbers)?

List of Illustrations / Tables

1. Do the illustrations have specific headings?
2. Have the page numbers been given?

Introduction

Does the introduction include:

1. The background information leading to motivation for the research (including information on the chosen area for the village and identified needs)?
2. Aims or objectives of the report?
3. The scope of the report: limitations and constraints of the investigation?
4. The plan of development of the report?

Findings

1. Do the headings and sub-headings indicate content clearly?
2. Is there an introductory sentence or paragraph to each main section?
3. Are only facts given, and no evaluation? (this comes in the analysis and discussion section)
4. Are all sources of information referenced correctly?

Analysis and Discussion

1. Are deductions made about the facts in the 'findings' section?
2. Are there headings and sub-headings which summarise the deduction, rather than follow the headings of the 'findings'?

Conclusions

1. Are the main deductions from the analysis and discussion section highlighted?
2. Is there any significant new information introduced? (there should not be)

Recommendations

1. Do the recommendation suggest a specific plan of action to overcome the problems that have been investigated?

2. Are the recommendations based on the conclusions, and are they appropriate for the particular context in South Africa generally, and in the designated area specifically?
3. Are the recommendations concise and brief?
4. Do the recommendations satisfy the objectives given in the Introduction?

Bibliography

See 'APA Style (Harvard)' Handout

Appendices

1. Are the appendices necessary to include?
2. Are the appendices focused on the topic of the report?

MICRO ISSUES

Paragraph Structure

1. Does each paragraph have a topic sentence and a clear main idea?
2. Does the topic sentence indicate clearly what the paragraph is about?
3. Are all the supporting statements relevant to the topic?
4. Are the supporting statements presented in the best possible order?
5. Do all the supporting statements have elaborating detail which is relevant, convincing and logical?

Cohesion

1. Do the sentences in a paragraph have sufficient linking words so that the paragraph is fluent and logical?
2. Do the connections follow one another logically?
3. Have a variety of linking words been used?
4. Is the linking word *appropriate* for the meaning of the sentence?

Scientific Register

1. Is there any colloquialism or slang?
2. Are there any contractions (e.g. don't)?
3. Is the writing concise? (i.e. not long-winded, verbose, repetitive; no euphemisms, cliches, or exaggeration)
4. Has the first person or third person voice been used appropriately and consistently?
5. If there are diagrams and tables, have these been integrated into the writing?

Quoting and references:

1. Does the writer use quotations to support his/her argument?
2. Are all sources of information referenced correctly?
3. Are these quotations relevant?
4. Do they fit into the logical flow of the argument?
5. Do they adhere to correct sentence formulation?
6. If arguments are paraphrased or facts obtained from another source are included; are these referenced?

Language

1. Spelling
2. Verb and pronoun concord
3. Punctuation
4. Tenses
5. Sentences that are too long or too short.