

A Report Writing Checklist

1. Does the report have a complete *Cover Page*? What parts are missing?
2. Is the Summary focused and understandable?
3. Is the Scope clear? Is the Purpose clear?
4. Is the Body of the report complete?
5. Are the Results clearly stated?
6. Are Graphics such as spreadsheets, charts, and flowcharts readable?
7. Does the Conclusion follow logically from the facts and statements presented?
8. Are Recommendations stated? Do the Recommendations logically follow from the facts presented in the report?
9. Are the sentences logical and clear?
10. Does the author make effective transitions from one section to the next?
11. Identify misspelled words.
12. Does the author define technical terms when appropriate?
13. Does the author spell out Acronyms the first time they are used.
14. Does the author spell out abbreviated words the first time they are used?