



# Reports Checklist

Check your assignment marking criteria or any other instructions given, as well as the marking criteria or rubric.

## Structure

- ☐ Introduction
- ☐ Body, divided by headings as described in your assessment information, or if not specified, as used by your discipline for your report type
- ☐ Conclusion
- ☐ Reference list
- ☐ Other inclusions if specified, e.g. Appendix

### Introduction

- ☐ Introduces the topic and its background and significance
- ☐ Identifies the specific problem within that topic area that you are investigating
- ☐ Previews the sections of the report
- ☐ Defines any important terms used

### Body

- ☐ One paragraph for each point

Each paragraph has:

- ☐ Topic sentence
- ☐ Explanation sentence(s)
- ☐ Evidence
- ☐ In-text citations

### Conclusion

- ☐ Summary of main points
- ☐ Answers the research question (if research report)
- ☐ Limitations (if required)
- ☐ Recommendations (if required)

## Structure (continued)

### Reference list

- ☐ Listed in alphabetical order
- ☐ Each entry follows the sequence and formatting for the same referencing style (e.g. APA, Harvard, Chicago) (For help: [Referencing & Citation guide](#))

## Content, expression & formatting

### Content

- ☐ I have understood the question or task I have been given. (For help: [Analysing the assignment question](#))
- ☐ I have answered the research questions or addressed the topic for my report.
- ☐ I have paid attention to the most important factors according to the marking criteria.

### Expression

- ☐ I have used language appropriate for academic writing (formal, impersonal, technical and abstract). (For help: [Report tone](#))
- ☐ I have proofread my writing and fixed any errors in grammar, vocabulary, spelling, or punctuation.

### Formatting

- ☐ I have followed instructions for line spacing.
- ☐ I have followed instructions for page numbering.
- ☐ I have followed instructions for using headings.
- ☐ I have provided correctly formatted labels for tables and figures.