



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.