



# Report writing checklist


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## Introduction

This exercise requires you to use a checklist (on page 2) to make sure that your report is constructed and formatted in the way that is required. As reports vary some of these points will be more relevant than others.

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## Report checklist

Aspects to consider:		
1.	Is the purpose clearly stated in the introduction?	
2.	Have I addressed the research question?	
3.	Does the report aim at the intended audience (if applicable)?	
4.	Is the title page formatted correctly?	
5.	Does the table of contents include: page numbers for sections, subsections, references?	
6.	Does the report include a list of figures and tables used in the document (if appropriate)?	
7.	Are all figures and tables correctly labelled (numbered and named) AND referenced (where applicable)?	
8.	Do all figures and tables also have relevant explanations in text?	
9.	Does the discussion link back to research questions AND literature?	
10.	Does the conclusion synthesis the main points?	
11.	Have I removed all irrelevant information?	
12.	Does my text link up in a logical way?	
13.	Is the writing style consistent and appropriate for the unit/course/task?	
14.	Is the report jargon-free and clearly written?	
15.	Have I proofread for spelling, punctuation and common mistakes?	

### Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit: I



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