

Report Writing Completion Checklist

(No need to be inserted inside the report)

Checklist Item	Details	Tick (✓)
Understand the Purpose	Clarify goal and identify audience.	
Gather Information	Collect and verify relevant data.	
Define the Scope & Structure	Outline key sections and decide format style.	
Title & Cover Page	Title is clear; include author, date, and organization.	
Abstract / Executive Summary	Summarize purpose, method, key findings, and conclusion.	
Table of Contents	Auto-generate and ensure page numbers are correct.	
Introduction	Provide background, define problem, list objectives and scope.	
Literature Review / Background Study	Summarize key studies and highlight gaps.	
Methodology	Explain approach, tools, and materials with diagrams if needed.	
Results / Findings	Present results with tables/figures and captions.	
Discussion / Analysis	Interpret results and compare with literature.	
Conclusion	Summarize key points linking back to objectives.	
Recommendations	Provide actionable suggestions based on findings.	
Future Work / Research	Suggest possible next steps or further study.	
References / Bibliography	Follow correct citation style; match in-text citations.	
Appendices	Include supplementary data or diagrams if needed.	
Clarity & Flow	Ensure smooth transitions and avoid unexplained jargon.	
Grammar & Spelling	Run spell check and proofread.	
Formatting Consistency	Maintain consistent font, headings, and spacing.	
Visual Quality	Ensure diagrams/images are clear, labeled, and high resolution.	
Compliance	Check against provided guidelines or rubric.	
Final Review	Read aloud for flow; get peer/supervisor review.	
File Naming & Submission	Use clear file name; save as PDF; submit before deadline.	