

Sample Checklist for Report Accuracy

Content and Writing Style

- ___ The report addresses a realistic problem
- ___ The report addresses a significant problem
- ___ The report contributes to the solution of the problem
- ___ The report is free from awkward constructions and choppy sentences
- ___ The report is direct in style and approach (verb oriented, concise)

Format

- ___ A cover sheet is present and properly formatted (if a cover sheet is required)
- ___ The necessary elements of the report are present and properly located
- ___ Plain white paper is used
- ___ Margins (top, bottom, and side) are present and spaced correctly
- ___ Page numbers are present
- ___ Headings and subheadings are present and used correctly
- ___ Sufficient graphics are included (e.g., lists, tables, diagrams, illustrations)

Organization

- ___ Sections and subsections are in the proper order
- ___ Sections and subsections are properly balanced
- ___ Sections and subsections are organized internally
- ___ The report contains no unnecessary sections or subsections
- ___ The report follows the general guidelines for its type

Usage and Mechanics

- ___ Each page is free from spelling and typographical error
- ___ Each page is free from problems with punctuation
- ___ Abbreviations and capitalization follow conventions
- ___ All verbs agree with corresponding subjects
- ___ All pronouns agree with corresponding antecedents
- ___ Headings, subheadings, and listed items are grammatically parallel
- ___ The report is free from dangling modifiers

Comments:

(Adapted from Stratton, 1984, pp. 21-22)