

Checklist for Step 5

Assignment Survival Kit	Yes ✓	No x
Does my report answer the brief?		
Have I divided my report into the appropriate sections?		
Have I put the right information in each section?		
Have I started writing the descriptive sections (methods, results) first, then moved on to the more analytical sections (discussion, conclusion)?		
Does my discussion/conclusion show how the results relate to objectives set out in the introduction?		
Have I written an abstract or executive summary for my report if necessary?		
Have I checked my spelling?		
Have I checked my grammar by reading each sentence aloud?		
Is my punctuation accurate and correct?		
Have I written my report in a formal, concise, accurate, and objective style with appropriate specialist language?		
Have I made sure that every piece of information I got from another source is correctly referenced?		
Have I checked that all of my citations are listed in my reference list?		
Have I checked the formatting for my whole report?		
Have I checked that all sections are numbered correctly?		
Have I included a contents list, title page and list of figures (if using figures and diagrams)?		
Are all my graphs and tables carefully labelled?		
Is data in graphs or tables also explained in words and analysed?		