Activity	Completed?		
Identify aims of report	Yes ❑	No ❑	N/A ❑
Identify audience	Yes ❑	No ❑	N/A ❑
Find a place to work where distractions are minimized	Yes ❑	No ❑	N/A ❑
Set writing goals	Yes ❑	No ❑	N/A ❑
Allocate roles and responsibilities if working in a team	Yes ❑	No ❑	N/A ❑
Use typography to structure report	Yes ❑	No ❑	N/A ❑
Create cover for the report	Yes ❑	No ❑	N/A ❑
Create a title page	Yes ❑	No ❑	N/A ❑
Write an abstract/executive summary	Yes ❑	No ❑	N/A ❑
Produce a table of contents	Yes ❑	No ❑	N/A ❑
Produce a list of symbols, abbreviations and definitions	Yes ❑	No ❑	N/A ❑
Outline research problem	Yes ❑	No ❑	N/A ❑
Review existing literature	Yes ❑	No ❑	N/A ❑
Describe research context	Yes ❑	No ❑	N/A ❑
Describe processes of sample selection	Yes ❑	No ❑	N/A ❑
Identify limitations of research	Yes ❑	No ❑	N/A ❑
Report findings of research	Yes ❑	No ❑	N/A ❑
Discuss and analyse findings of research	Yes ❑	No ❑	N/A ❑
Write a concise conclusion	Yes ❑	No ❑	N/A ❑
Suggest recommendations	Yes ❑	No ❑	N/A ❑
Acknowledge those that provided help	Yes ❑	No ❑	N/A ❑
Write a reference list	Yes ❑	No ❑	N/A ❑
Create appendices	Yes ❑	No ❑	N/A ❑
Avoid plagiarism	Yes ❑	No ❑	N/A ❑
Obtain permission to use other author's documents	Yes ❑	No ❑	N/A ❑
Acknowledge other authors where appropriate	Yes ❑	No ❑	N/A ❑
Develop writing style and tone	Yes ❑	No ❑	N/A ❑
Be concise	Yes ❑	No ❑	N/A ❑
Use unbiased language	Yes ❑	No ❑	N/A ❑
Use sentences that vary in length	Yes ❑	No ❑	N/A ❑
Measure readability of text	Yes ❑	No ❑	N/A ❑
Avoid betraying personal feelings	Yes ❑	No ❑	N/A ❑
Review work	Yes ❑	No ❑	N/A ❑