Activity	Complete?		
Identify the aims of your report	Yes ☐	No ☐	N/A ☐
Identify your 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 you're working in a team	Yes ☐	No ☐	N/A ☐
Use typography to structure report	Yes ☐	No ☐	N/A ☐
Create a 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 your research problem	Yes ☐	No ☐	N/A ☐
Review existing literature	Yes ☐	No ☐	N/A ☐
Describe research context	Yes ☐	No ☐	N/A ☐
Describe your processes of sample selection	Yes ☐	No ☐	N/A ☐
Identify the limitations of your research	Yes ☐	No ☐	N/A ☐
Report the findings from your research	Yes ☐	No ☐	N/A ☐
Discuss and analyse the findings from your 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 authors' documents	Yes ☐	No ☐	N/A ☐
Acknowledge other authors where appropriate	Yes ☐	No ☐	N/A ☐
Develop a 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 the readability of text	Yes ☐	No ☐	N/A ☐
Avoid betraying personal feelings	Yes ☐	No ☐	N/A ☐
Review your work	Yes ☐	No ☐	N/A ☐