

Checklist for your Technical Report

- ☐ Detailed plan and timetable completed
- ☐ My work addresses the question that was posed
- ☐ Draft report written
- ☐ Any departmental guidelines have been adhered to
- ☐ Required sections have not been omitted
- ☐ Numbering of sections is consistent
- ☐ Pages are numbered
- ☐ The report follows a logical progression
- ☐ The report is pleasing to the eye
- ☐ Tables, figures and appendices are referred to in the text
- ☐ Tables, figures and appendices are meaningfully labelled
- ☐ The report is written in the required style
- ☐ The report is written at an appropriate technical level
- ☐ Spelling, grammar and punctuation is correct
- ☐ Any shortcomings are mentioned
- ☐ The conclusion is based on the findings
- ☐ All cited material has been accurately referenced

Would you show your report to a prospective employer?

Figure 2: Checklist for your technical report