

Editing checklist

Use this editing checklist on your final report to ensure that it has been written in a appropriate style and is as complete as possible.

Have I:

- checked the report follows an appropriate structure?
- ensured the headings and subheadings accurately reflect the content of each section?
- ensured each paragraph contains a topic sentence?
- used paragraphs that aid the flow and analysis of the report's findings?
- structured the sections of the report logically
- used language/expression in the report that is:
 - appropriate to the report's purpose?
 - clear and easily understood?
 - concise?
 - non-sexist, non-racist and inclusive?
 - suited to the needs of the reader?
- made the report's purpose clear?
- fulfilled the terms of reference?
- written an introduction that:
 - explains the report's purpose?
 - defines the problem?
 - guides the reader into the centre section of the report?
- written a body section that:
 - has headings and perhaps sub-headings?
 - presents factual and objective information?
 - analyses the findings?
- written a conclusion that:
 - draws the ideas together/
 - summarises the content and findings?
- prepared recommendations that:
 - offer solutions to any problems in the body?
 - relate to the terms of reference?
 - are concrete, specific and action oriented?
 - are acceptable to the reader and possible to implement?
- included appendices that are:
 - relevant to the report?
 - clearly labelled?
 - necessary?
- referenced appropriately in the text of the report?
- included a complete reference list?

(This checklist has been adapted from Dwyer, J. (1991) *The Business Communication Handbook (2nd Ed.)*. Sydney: Managing Business Communication)