

Reports Checklist

- Which of the following two overall purposes are you trying to achieve?
 - Document work or activities.
 - Guide decisions.
- Have you considered how each of the following reader characteristics might influence how your document is received?
 - The readers' needs.
 - Any biases the readers might harbor.
 - Readers' experiences with similar documents, which might create expectations for this document.
 - Influences on the intended reader that might color their perceptions of your document or its message.
- Have you considered and planned for the needs of secondary readers of your document?
- Have you framed the report in terms of a problem you are being asked to solve?
- Can you state the problem in the form of a question?
- Does each section of the report contribute to answering the main question?
- Have you organized it in the best way for the intended purpose? Which of the following two organizational approaches have you used? Can you state why you chose this organizational approach?
 - Direct approach
 - Indirect approach
- Which of the following organizational sequences have you selected? Can you state why you chose this organizational sequence?
 - Chronological order (past to present or present to past).
 - Spatial relationships
- Have you formatted the report to accomplish the following goals?
 - Make it easy for readers to find relevant information.
 - Resemble other similar documents, so it will look familiar to readers.
- Does your report include all of the following components? If any component is missing, have you carefully considered whether or not it should be included?
 - Front matter
 - Cover page
 - Title page
 - Abstract
 - Letter of transmittal
 - Table of contents
 - List of figures and tables
 - Executive summary
 - Text
 - Introduction

- Body
- Conclusions
- Recommendations
- Notes
- Back matter
 - Appendices
 - Glossary
 - Bibliography
 - Index

- Have you checked each component for completeness?
- Have you asked a representative reader to review your proposal for usability, completeness, and effectiveness?