

CHECKLIST for Usability of Analytical Reports

For evaluating your research methods and reasoning, refer also to the checklist on page 194. (Numbers in parentheses refer to the first page of discussion.)

Content

- Does the report grow from a clear statement of purpose? (609)
- Is the report's length adequate and appropriate for the subject? (609)
- Are all limitations of the analysis clearly acknowledged? (614)
- Are visuals used whenever possible to aid communication? (612)
- Are all data accurate? (610)
- Are all data unbiased? (612)
- Are all data complete? (610)
- Are all data fully interpreted? (612)
- Is the documentation adequate, correct, and consistent? (685)
- Are the conclusions logically derived from accurate interpretation? (614)
- Do the recommendations constitute an appropriate response to the question or problem? (614)

Arrangement

- Is there a distinct introduction, body, and conclusion? (616)
- Are headings appropriate and adequate? (356)
- Are there enough transitions between related ideas? (Appendix C)
- Is the report accompanied by all needed front matter? (628)
- Is the report accompanied by all needed end matter? (628)

Style and Page Design

- Is the level of technicality appropriate for the stated audience? (30)
- Is the writing style throughout clear, concise, and fluent? (244)
- Is the language convincing and precise? (264)
- Is the report written in grammatical English? (Appendix C)
- Is the page design inviting and accessible? (340)