

Technical Report Writing Checklist

When you have completed writing your technical report, refer to the following checklist.

Put a cross in each of the following checkboxes when you are happy that you have achieved each point.

- Are the purpose and aims clear?
- Are readers needs taken into account?
- Are the main points included?
- Are the points supported by evidence?
- Is all the information relevant to the purpose?
- Is the balance between sections ok?
- Is there any (unnecessary) repetition?
- Is the order logical?
- Do the ideas follow through?
- Are the headings and numbering clear?
- Is the information presented clearly?
- Do figures add up?
- Is there a good use of graphics?
- Is the language clear and easy to understand?
- Is the style formal?
- Is the tone suited to the purpose?
- Are there any unnecessary words or phrases?
- Is the grammar and punctuation correct?
- Is the spelling ok?
- Are the conclusions and recommendations clearly linked to the purpose and based on findings?