

Report Writing: Editing the Structure of the Final Draft

When you finish the final draft of your report, use the following checklists to improve the report structure.

1. Editing the overall report structure

Checklist:

1. Are all the required sections included?
2. Are there clear main sections and subsections?
3. Are there too many sections?
4. Is it clear what is background information and what is the project work?
5. Are the section headings informative?
6. Is the wording of the headings in the same grammatical form?
7. Are the sections numbered correctly?

2. Editing your summary

Checklist:

1. Is the topic clearly stated?
2. Are the main stages in the project stated?
3. Are the findings clearly stated?
4. Is the contribution of the work stated?
5. Is the verb tense appropriate?

3. Editing your introduction

Checklist:

1. Is it clear why this project is worth doing?
2. Is the problem/ topic clear?
3. Are the aims of the project stated?
4. Is the scope of the project clear?
5. Is there an outline of the report structure?
6. Is the verb tense appropriate?

4. Editing your conclusions

Checklist:

1. Is the overall structure of this section logical and effective?
2. Are the major conclusions and any recommendations clear?
3. Is the contribution of the project stated?
4. Is the verb tense appropriate?