

ECNG 3020 - FINAL REPORT CHECKLIST

Index of Quality	Description	Items for Action (attend to each item separately and in turn)
Easy to use	<u>Task Orientation:</u> Single focus - succinctly and completely report on your research.	<ul style="list-style-type: none"> Review the content requirements of the report – consult manual, supervisor’s notes, marking scheme Make a list of what you need to report on Determine if you have covered them
	<u>Accuracy:</u> Freedom from error –validity of the data and grammatical correctness	<ul style="list-style-type: none"> Ascertain if your results are verifiable Determine if they need further testing/validation Report truthfully Review for grammar errors; ask a trusted person to review your work.
Easy to understand	<u>Clarity:</u> Freedom from ambiguity – meaning is clear from the first reading.	<ul style="list-style-type: none"> Review for clarity – ask yourself if you have chosen the best word and the best sentence structure to convey meaning. Opt for familiar words and simple sentence structures.
	<u>Concreteness:</u> Inclusion of appropriate examples, illustrations, drawings, graphs etc. to aid understanding	<ul style="list-style-type: none"> Ensure that all required non-text items are well integrated and captioned
	<u>Visual appeal:</u> Attractiveness through easy to discern colouring, easy to read typography and clear and well-labelled non-textual items (diagrams, drawings, graphs etc.).	<ul style="list-style-type: none"> Verify that you have used double line spacing for the body of your report Ensure that you use single line spacing for references, long quotations that are set apart from text and appendices Choose 12 point TNR or another simple serif font for body text and Sans Serif font for headings Ensure that all equations, graphs, circuitry are generated by and inserted using appropriate software – no hand written insertions
	<u>Style:</u> Correct application of appropriate writing and referencing conventions .	<ul style="list-style-type: none"> Verify that you have used standard notation where required Review your report for tone – it should be formal. Eliminate colloquialisms and contractions. Avoid the use of the first person perspective Review your both your in-text and end of text citations ensure that they adhere to CMOs
Easy to find	<u>Organisation:</u> Coherent arrangement of parts that makes the logical flow of ideas possible and the connection amongst ideas clear and apparent .	<ul style="list-style-type: none"> Ensure that your chapters and sections are appropriately ordered and labelled Review each chapter to ensure that ideas are logically ordered and adequately developed Use transitions, such as ‘first’, ‘next’, ‘then’, to connect ideas and provide guideposts for the reader
	<u>Retrievability:</u> Presentation of information for quick and easy retrieval. Tables of content, tables of figures etc. must be well-presented and accurate.	<ul style="list-style-type: none"> Verify pagination – front material in Roman numerals, everything else in Arabic Check the accuracy of your table of contents, list of tables, list of figure, list of symbols Ensure that chapters are appropriately headed, appendices are labelled, non-text items are captioned