

# Revision Checklist: Report

Criteria	Always	Some	Rarely	Ideas for revision
1. Title – does it clearly identify the topic?				
2. Introduction – is it a general statement about the topic?				
3. Have I organised my writing with subheadings and/or paragraphs?				
4. Does each paragraph have a main idea or a topic sentence?				
5. Does each paragraph give details to support the main idea?				
6. Do I use technical words appropriately?				
7. Have I used noun groups to help my description?				
8. Have I used interesting verbs and adverbs?				
9. Have I used present tense?				
10. Is my ending effective?				
11. Does my writing inform the reader?				
12. Have I referenced my work?				
13. Have I included a glossary?				
14. Have I used pictures or diagrams?				