

UNIVERSITY OF NORTH TEXAS
Department of Geography
GEOG 5800
Research Design and Geographic Applications
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Report Writing Checklist

Here are a few important questions to ask yourself as you complete an applied research report.

- Do I have a clear picture of who will be reading the report, and why they are doing so?
- Have I clearly stated the purpose of the report?
- Have I introduced the topic with a brief overview of the problem or background?
- Have I discussed how I limited my research and the report, and my rationale for doing so? In other words, what I did I include in my study, what did I leave out, and why?
- Have I provided adequate background for my reader to understand the report?
- Have I provided substantive, well-documented information in the report?
- Have I included visuals and data that are necessary for the reader to understand the report?
- Have I summarized my research in the conclusion?
- Have I made a recommendation, and if I have, is it supported by the results I have presented?
- Have I cited sources where necessary in the text?
- Have I listed all sources cited in the reference list at the end of the report?
- Have I included in an appendix any relevant material not necessary for understanding the paper?

Adapted from Finkelstein, Leo (2005) *Pocket Book of Technical Writing for Engineers and Scientists*, McGraw-Hill, New York.