

Checklist for Summary Report

Ensure you can tick each statement before you hand up your summary report for correction. If any statement cannot be ticked, make the necessary changes.

- Is your Summary Report word-processed?
- Did you check the word count – is it between 300 and 600 words?
- Have you checked the layout and presentation?
- Have you corrected any spelling and grammar errors?
- Have you been consistent in the use of capital letters, underlining, punctuation, font, bold, italics and indentation?
- Does your Summary Report have a title informing the reader what the report is all about?
- Did you state your name as the author of the report?
- Have you set out three terms of reference/aims for the activity about which you are reporting?
- Did you include a personal aim as well as group aims?
- Have you used full sentences?
- In the body of the report have you used clear, short, well-structured sentences?
- Does the content of the report refer to the terms of reference/aims you set out above?
- Have you used headings and sub-headings where appropriate?
- Does your report make sense to the reader? (remember that the reader will not know anything about the activity that you are reporting on so your description is important)
- Are you logical in your statements?
- Have you referred to your own involvement in the activity?
- Did you give three conclusions you have drawn from the activity?
- Did your conclusions relate to the aims you set out at the beginning?
- Resulting from the conclusions you have come to, did you make at least two recommendations?

Proof read your summary report once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best summary report for assessment.