



Making an Impact

Handout 4

Editing Reports Checklist

After you have written your formal report, ask yourself:	✓	✗
Does the title adequately describe the purpose of the report?		
Does the executive summary carry the significant highlights without overwhelming the reader with details?		
Does the introduction explain the purpose of the report?		
If it is a lengthy report, are all major points discussed three times in the appropriate sections?		
Did I include all the information the reader has to, and wants to, know? Did I omit everything else?		
Is the information arranged in a logical order?		
Are the figures, names and dates accurate?		
Did I use the passive voice for negative findings and the active voice for recommendations?		
Is my report visually appealing?		
If my audience reads only the headings and subheadings, will they understand the gist of the report?		
Did I use a vocabulary level my primary readers will understand? My secondary readers?		
Did I write sentences that average 15 – 18 words and that require no more than four pieces of punctuation?		
Are the paragraphs less than eight lines long?		
Did I use lists when possible?		
Is the numbering system consistent?		

Did I use connecting words and phrases to move the reader through the material?		
Did I check for grammar errors or misused words?		