



Checklist on how to write a report

- **Make sure you understand the purpose of the report.** This will help you to provide the exact information needed, so that you don't leave out important points or add other details that aren't necessary.
- **Keep your sentences short and clear.** Complex sentences are more difficult to read, and can often hide information. Remember, a single sentence should contain only one idea. If you need to, you can separate the different parts of an idea with dot points or a numbered list.
- **Avoid acronyms and abbreviations** unless you're sure they will be understood by the reader. An acronym is a word made up of letters from the original term, such as 'Hasmat' for 'hazardous materials'.
- **Carefully proof read what you've written** before you send off the report. Check that it makes sense and there are no spelling or grammar mistakes.
- **Ask someone else to proof read it** if the message is very important. They will be reading your report more objectively, so they're better placed to pick up any parts that may need more explanation, or errors in grammar or spelling.