

LCHS4001 Checklist for Task 3: Written Report

Structure and Organisation	✓
1. I have included a coversheet with my name and student number	
2. I have included the title at the top of my report.	
3. My report includes an introduction , a main body and a conclusion .	
4. My report contains at least 5 sources .	
5. I have included an end-of-text reference list .	

Content	✓
6. In my introduction, I have provided a thesis statement (a sentence stating the main idea or purpose of my report).	
7. In my introduction, I have provided background information relating to my chosen role.	
8. In my introduction, I have included an overview / roadmap briefly outlining what I intend to do in the report.	
9. I have used paragraphs in the main body of my report.	
10. Each paragraph has a clear topic sentence and focus.	
11. I have used relevant citations at each stage of my report.	
12. I have chosen to explain the importance of 3 Essential Skills needed to perform my chosen role.	
13. I have demonstrated clear understanding of the chosen role / skills used in relation to a health and social care setting.	
14. My report provides examples of my chosen topic's importance within specific roles .	
15. My report demonstrates critical thinking and provides a clear argument , supported by evidence, and examples .	
16. I have highlighted at least 3 TOOLS and techniques I would use to develop each skill.	
17. In my conclusion, I have summed up the main points from the main body of my report.	

Formatting & Presentation	✓
18. I have used 1.5 line spacing .	
19. I have used a line space between each paragraph in my report.	
20. I have used an appropriate font type for my report.	
21. I have proofread my work for spelling, punctuation and grammatical errors.	

22. I have checked my references are formatted according to the Harvard method of referencing.	
23. I have checked my in-text citations are formatted correctly .	
24. My report is 1,200 words in length (+/-10).	