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 demonstrated clear **understanding** of the **chosen role / skills** used in relation to a health and social care setting.	
13. My report provides **examples** of the importance of my chosen role.	
14. I have explained the importance of **3** Essential Skills needed to perform my chosen role.	
15. My report demonstrates **critical thinking** and provides a clear **argument**, supported by **evidence, and examples**.	
16. I have highlighted **at least 3 strategies** 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).	