

# CHECK LIST FOR SUMMARY REPORT

Is your Summary Report word processed?

Did you check the word count – between 300 and 600 words?

Does your report relate to an **LCVP activity** that you **engaged** in during the course of the programme?

Have you checked the layout and presentation?

Have you corrected any spelling and grammar errors?

Have you been consistent in your use of punctuation, capitals, font, underlining and indentation?

Does your report have a Title informing the reader what the report is all about?

Did you state your name as the author or have you signed the report?

Have you set out three terms of reference or aims for the activity about which you are reporting?

If this is a group report have you given a personal aim?

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 the reader will not know anything about the activity 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?

Do your conclusions relate to the aims you set out at the beginning?

Resulting from the conclusions you have come to, what recommendations did you make?

Did you give at least two recommendations?

Have you signed the report if you did not include the author's name at the beginning?

**Proof read your Summary Report again before including it in your Portfolio.**

**Make any corrections necessary.**

**Remember, you submit your *best* work for assessment.**