Example of a typical MEMO LAB REPORT CHECKLIST

TECHNICAL CONTENT ( /50%):
• Is the Analysis Correct? ( /30) Are the different requested work items included and are they correct and complete?

• Supporting Documentation ( /20) Are the documents necessary to support your results, analyses, and conclusions included in the report? Is the original data included?

LETTER OF TRANSMITTAL ( /5%): Are the following included: a statement of the report title, a statement of the subject and purpose of the report, reminding the reader of why, when, and whom authorized the report and acknowledgement of other contributors? Is there a proper salutation and closing? Is the letter signed?

TECHNICAL MEMO ( /45%):
• Heading/Salutation/Sign-Off ( /3) Have the audiences, source, date and subject been identified so that the recipient(s) immediately know the significance of the report? Are relevant references included? Is a list of attachments included and the individual attachments clearly identified?

• Purpose ( /4) Is a concise statement of the client’s request and/or the problem and the objective of the test provided?

• Summary ( /5) Are the important conclusions and your recommendations briefly stated so that the reader will not have to read further into the report?

• Procedures ( /10) Are the analyses and the tests that were performed briefly explained? Does the reader have a good visual sense of the sample that was tested?

• Results ( /5) Are the bottom-line results of your analyses given?

• Conclusions ( /6) Have you presented your interpretation of the results in the form of major conclusions? Are the actions, goals, and any recommendations listed in decreasing order of importance?

• Appendices/Attachments ( /5) Are the documents clearly identified and presented in a clear, logical order? Does each attachment have its own title?

• Paragraph and Single Sentence Editing ( /4) Does the text of the report reflect careful revision and editing?

• Format and Visuals ( /3) Does the report embody effective document design principles? Are visuals (graphs, charts) and tables used appropriately?

TOTAL Grade ( /100%):