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%):