



# Checklist for Report Writing for Nursing Students

2013 Fall



## FOUR BASICS OF A GOOD REPORT

1. It identifies the title and author of the original piece in the first sentence or paragraph.
2. It summarizes the original piece, including the main idea and key support points or events.
3. It moves to the writer's reactions to the piece. This part of the report may relate the piece to the writer's own experiences, giving specific examples to support the responses.
4. It has a conclusion that evaluates the original piece on a variety of possible aspects—originality, realism, accuracy, intensity, interest, and so on. The conclusion usually gives a thumbs-up or thumbs-down for readers.

**NOTE:** Reports often use quotations for support in both the summary and the response sections.

These tips are from the *Real Essays With Readings: Writing for Success in College, Work, and Everyday Life, Chapter 20, Writing Summaries and Reports* which is used in the Intro to College Writing course taught at Gateway.

WRITING GUIDE: REPORT	
STEPS IN WRITING REPORTS	HOW TO DO THE STEPS
<b>Focus.</b>	<input type="checkbox"/> Read with the idea in mind that you will be writing a report on the piece.
<b>Read the piece you are to report on.</b> See Chapter 2 for advice on reading.	<input type="checkbox"/> As you read, highlight key points or put a check mark (✓) next to them. <input type="checkbox"/> Note the title and any headings, words in <b>boldface</b> or <i>italics</i> , and boxed information or diagrams.
<b>Review your highlighting and make notes.</b> See Chapter 2 for advice on taking notes while reading.	<input type="checkbox"/> Jot down the author's main idea and key points for the summary part of the report. <input type="checkbox"/> Think about your reactions to the piece: What do you want to say about it? What did you learn? How does it relate to your experience? Would you recommend it to others? Why or why not? <input type="checkbox"/> Write down your reactions and support for them. <input type="checkbox"/> Note any sentences in the text that you may use in the report, including page numbers (if you are reporting on a print work).
<b>Make an outline.</b> See Chapter 7 for more on outlining.	<input type="checkbox"/> Organize your report, starting with the summary and explanation of major events and moving to your reactions to the piece. Or you can interweave the summary and analysis if that organization is more logical for your subject.
<b>Draft the report.</b> See Chapter 8 for more on drafting.	<input type="checkbox"/> Write the summary, referring to the original but using your own words. <input type="checkbox"/> Write the reaction part of the report, evaluating the piece as well as relating it to your own experience. <input type="checkbox"/> Use material from the original to explain or support your ideas. <input type="checkbox"/> If you quote directly from the original, make sure to use quotation marks and page numbers (if you're reporting on a print source). For more on using quotations, see page 363. <input type="checkbox"/> Write an introduction that includes a thesis statement with your stance on the piece. <input type="checkbox"/> Write a concluding paragraph that restates your opinion of the piece and makes a recommendation. <input type="checkbox"/> Title your report.