

Report Writing Skills Self-Check Worksheet

A companion worksheet from PersonaGuru.in to build stronger report writing skills as part of personality development.

1. Quick Self-Assessment

Tick the box if this is true for you right now.

- ☐ I plan my report with an outline before I start writing.
- ☐ I write a clear introduction that states the purpose of the report.
- ☐ I use headings and short paragraphs so the report is easy to scan.
- ☐ I support my points with facts, data, or examples.
- ☐ I proofread my report at least once before submitting it.
- ☐ I ask someone else to review my report when possible.
- ☐ I keep my language simple and avoid unnecessary jargon.
- ☐ I end with a clear conclusion or recommendation.

2. The 5 C's Checklist

Run through this before you submit any report.

C	Question to ask yourself	Done
Clear	Will a first time reader understand this without confusion?	☐
Concise	Have I removed repeated or unnecessary words?	☐
Correct	Are my facts, numbers, and grammar accurate?	☐
Complete	Have I covered every section the report needs?	☐
Courteous	Is the tone polite and professional throughout?	☐

3. Report Structure Template

Use this as a fill in the blank skeleton for your next report.

Title: _____

Purpose: Why am I writing this report? _____

Introduction: One or two lines that set the context.

Body, Point 1: _____

Body, Point 2: _____

Body, Point 3: _____

Conclusion: Summary of the key finding.

Recommendation: What should happen next?

4. 7 Day Practice Plan

Day	Practice Task
1	Read one published report and note its structure.
2	Write a one paragraph summary of any article you read.
3	Create an outline before writing anything today.
4	Write a short report on a personality development topic you know well.
5	Edit yesterday's report using the 5 C's checklist above.
6	Ask a friend, teacher, or colleague to review your report.
7	Rewrite the report using their feedback.