

BUSINESS COMMUNICATIONS – OUTCOME 2 SUBMISSION CHECKLIST

Title and Contents

Is there a title page with the word count? Is the title clear? Is your name on it in the right format?

Is your Contents Page formatted correctly?

Body

Do you have background information about the department? Is it too long? Is it too short?

Is the reason and purpose of the paper clear?

Did you **briefly** explain your process for collecting your data?

Do the “findings” contain your opinion? **Remember, it should not.**

Did you provide a quote, paraphrase or summary from each of the 4 sources you were required to use.

Did you find details of the current recycling system?

Did you discover what people’s attitudes about recycling at work were?

Did you form clear conclusions based on your findings and list them in bullet point form?

Do your recommendations agree with your conclusions?

Did your Conclusions or Recommendations include any new Data that was not included in your findings? **Remember: It should not.**

References and Appendix

Did you include citations in the body of your paper?

Did you include references for each of your sources in the correct format?

Do you have an Appendix entry for your interview and your survey?