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 quired 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?

LIVEWORKSHEETS