SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

COIMBATORE-35

DEPARTMENT OF ENGLISH

CHECKLIST

The checklist ensures a systematic process of activities. It is essential to prepare a checklist before an individual attempts to perform certain task without a hitch. Activities like applying for a passport, degree certificate from a university, college admission, attending an interview etc., require meticulous planning and minute details. The use of check list will ensure that everything is done properly to complete the task successfully.

Format

- Title of checklist
- The interrogative form should be used.
- Yes/No boxes should be provided for each question.
- The question should begin with the auxiliaries such as 'IS, ARE, DO, DOES, HAS, HAVE". This should be followed by the subject. The question should begin with the auxiliaries such as 'IS, ARE, DO, DOES, HAS, HAVE". This should be followed by the subject.

Example: 1-Write down a check list containing at least eight items to alert fire accidents in public functions.

	Yes	No
1. Is there water in the radiator?		
2. Is there petrol in the tank?		
3. Are the brakes in good condition?		
4. Are the Tires properly inflated?		
5. Is the oil level in the engine light?		
6. Did I inform the driver about the trip?		
7. Have I paid the road tax?		
8. Has the insurance premium been paid?		

Example 2: You have decided to go on a week-long tour with all you family members. Prepare a Checklist that consists of eight items that are to be checked before you leave the house functions:

	Yes	No
1. Have I switched off all the lights?		
2. Has the television set been switched off?		
3. Did I turn off all the water taps?		
4. Have I packed all the clothes?		
5. Have the snacks been packed?		
6. Has the watchman been informed?		
7. Have I packed all the snacks?		
8. Have I taken enough money for the trip?		