



SNS COLLEGE OF TECHNOLOGY

**Coimbatore-35
An Autonomous Institution**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A+' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



DEPARTMENT OF ENGLISH

**19ENB101- COMMUNICATIVE ENGLISH
I YEAR / I SEMESTER**

UNIT 3: WRITING

TOPIC : CHECKLIST



CHECKLIST



- ❖ A systematic process of activities known as **'to do list'**
- ❖ It is a selected list of words, Phrases, Sentences and paragraphs.
- ❖ To denote a presence or absence of whatever is being done, marked with a **check mark**.





PURPOSE OF CHECKLIST



It is.....

Useful in our daily life

Collect educational surveys.

Apply for a passport

Attending interviews

College admission





HINTS ON CONSTRUCTING CHECKLIST



To draft a checklist Use

- ❖ interrogative form
- ❖ Yes/No boxes
- ❖ Auxiliary or Helping verb Atlast
- ❖ Give a suitable Title.





EXAMPLE: Imagine that you have to attend an interview in a core/ software company in Delhi.



CHECKLIST FOR ATTENDING AN INTERVIEW

	YES	NO
01 Have I booked the ticket?	✓	
02 Have I taken all the certificates and testimonials?	✓	
03 Do I have the call letter with me?	✓	
04 Are all my certificates properly arranged for an easy reference?	✓	
05 Do I have a set of formal dress neatly packed?	✓	
06 Have I taken my project report with me?	✓	
07 Do I have enough money?	✓	
08 Have I taken my mobile and other items that are required for my travel?	✓	





ASSESSMENT



1. You are going to travel long distance by car.
Help yourself with a checklist with format
so that your journey is trouble free and
comfortable.



REFERENCES



<https://www.merriam-webster.com/dictionary/checklist>

