

CHECKLIST

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 “do verb, to or to have” Verb.

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?	YES	NO
2	Is there petrol in the tank?	YES	NO
3	Are the brakes in good condition?	YES	NO
4	Are the Tyres properly inflated?	YES	NO
5	Is the oil level in the engine light?	YES	NO
6	Has the driver been informed about the trip?	YES	NO
7	Have the snacks been packed?	YES	NO

- 8 Has the road tax been paid?
 9 Has the insurance premium been paid?
 10 Has the driving license been taken?
 11 Have the up and down expenses been arranged?

Yes	No
YES	NO
YES	NO
YES	NO
YES	NO

Example 2:

You have decided to go on a week-long tour with all you family members. Prepare a checklist that consist of eight items that are to be checked before you leave the house

Functions: Yes /No

- | | | | |
|---|---|-----|----|
| 1 | Have all the lights been switched off? | Yes | No |
| 2 | Has the television set been switched off? | Yes | No |
| 3 | Have all the water taps been turned off? | Yes | No |
| 4 | Have all the clothes been packed | Yes | No |
| | (Including Warm Clothing) | Yes | No |
| | (a) for self | Yes | No |
| | (b) for Mother | Yes | No |
| | (c) for Father | Yes | No |
| | (d) for Younger brother | Yes | No |
| | (e) for Younger sister | Yes | No |
| 5 | Has the watchman been informed? | Yes | No |
| 6 | Has the snacks been packed? | Yes | No |
| 7 | Has the enough money been taken? | Yes | No |
| 8 | Has the conveyance been arranged? | Yes | No |
| | (a) to go to Ooty | Yes | No |

	(b) to return home	Yes	No
9	Have the rooms been reserved in a hotel?	Yes	No
	(a) Name of the hotel	Yes	No
	(b) Address	Yes	No
	(c) Two double rooms with bath attached?	Yes	No
10	Has the confirmation letter received from the hotel?	Yes	No
