



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

COIMBATORE-35



DEPARTMENT OF ENGLISH

CHECKLIST

The purpose of a checklist is to ensure that everything is properly done before any important activity. The checklist is prepared for personal usage before one embarks on some significant work or it is prepared in establishments before launching on a project/ work. In writing the checklist, interrogative form is used. After each question, 'Yes' or "No" boxes should be given - the chief objective is to make sure whether the particular activity has been accomplished or not. Begin the questions with the auxiliaries such as 'Is', 'Are', 'Do', 'Does', 'Has', and 'Have'. This should be followed by the subject. For e.g. Have I taken all the documents?

Example 1: You are the college union president in charge of the valedictory function of the union to be held in your college. Write a check list of the 8 most important items to be taken care of for the smooth conduct of the function. Do not forget to give a suitable title for the check list.

Checklist for conducting a function

1. Have I made arrangements to receive the Chief Guest?
2. Are the college sports' personnel ready for giving Guard of Honor?
3. Is the college band ready to play the relevant numbers?
4. Has the seating arrangement on the dais been made properly?
5. Are there sufficient chairs for the spectators?
6. Is the PA system in good condition?
7. Are there sufficient volunteers to write the certificates and carry it for distribution?
8. Has sufficient amount of refreshments been brought and have arrangements been made to distribute without confusion?

Yes	No

Example 2: Imagine that you have to go to Bangalore to attend an interview. Make an eight-item checklist with a proper title for your own reference. Write a checklist containing eight items which will help you prepare for the interview.

