****

|  |  |
| --- | --- |
| 1 | **Don’t** Incorporate irrelevant information |
| 2 | **Don’t** Repeat |
| 3 | **Don’t** Be apologetic |
| 4 | **Don’t** Make up data/info |
| 5 | **Don’t** Create new info just to do the report |
| 6 | **Don’t** Use bad/poor language (grammar) |
| 7 | **Don’t** Present in a confusing order |
| 8 | **Don’t** Be bias |
| 9 | **Don’t** Disregard the standards |
| 10 | **Don’t** Conclude without data/evidence |
| 11 | **Don’t** Use table/graphs without explaining it |
| 12 | **Don’t** Forget to pay attention to the sequence of report |
| 13 | **Don’t** Forget conclusion |
| 14 | **Don’t** Forget action plan / strategies/ improvement plan |
| 15 | **Don’t** Forget methodology |

**“Don’t do it for the sake of doing it!”**