



Unit 2 – Preparing Checklist

A Checklist is used to keep track on tasks, items, or steps that need to be completed or verified. The use of check list will ensure that everything is done properly to complete the task successfully.

Rules to be followed while preparing a Checklist:

1. Give a suitable **Title**
2. **Number** each questions (1,2,3,4...)
3. Start with **Auxiliary Verb** or Helping Verb (**Is, Are, Do, Did, Have, Has**)
4. Sentence must be in **Interrogative / Question** form
5. **Yes/No boxes** should be provided for each question

Here's a simple guide to create an effective checklist.

1. **Define the Purpose:** Identify what the checklist is for. Is it for a project, daily tasks, or something else?
2. **Gather Information:** List all the items or tasks that need to be included. Think through each step or item that's necessary for completion.
3. **Be Specific:** Use clear, concise language for each item.
4. **Test It Out:** Before finalizing, go through the checklist to ensure it covers everything you need.
5. **Revise as Needed:** After finalizing every required items, mark the yes/no boxes.

EXAMPLE 1:

In current generation the usage of Junk Food created a huge impact among the youngsters. This leads to many health issues. So prepare a checklist of items to be followed to maintain a Healthy Life style.

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Checklist to maintain a Healthy Life

1. Did I drunk at least 8 glasses of water today?
2. Did I eat at least 5 fruits and vegetables?
3. Have I exercised for at least 30 minutes per day?
4. Did I had 7-8 hours of sleep last night?
5. Have I limited processed foods and sugary snacks?
6. Do I practice stress management techniques regularly?
7. Have I scheduled regular health check-ups?
8. Do I maintain a healthy weight?

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

EXAMPLE 2:

As a event organizer prepare a checklist of items to be followed for smooth conduction of annual program in your college.

Checklist for Annual Program

1. Have I defined the purpose and theme of the event?
2. Is the date and time of the event confirmed?
3. Is the venue booked and confirmed?
4. Have I made necessary seating arrangements for Chief Guest and Audience?
5. Are necessary equipment (sound system, projectors) are arranged ?
6. Is there a plan for decorations?
7. Did I arranged for catering or food services?
8. Have I assigned roles and responsibilities to team members?

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YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

Exercise

1. You and your classmates are going for Industrial Visit at ZARA Technologies next month. Sa as a Class Representative prepare a checklist of items to be carried for Industrial Visit.
2. Imagine that tomorrow is your Semester Examination and you have to be prepared for your examination. Prepare a checklist of items that needed for examination and to avoid last minute exam fear.
3. You are moving to a new city for Higher Education. Prepare a checklist of items that you need to carry for admission in new College/university.

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