



**SNS COLLEGE OF
TECHNOLOGY**
(An Autonomous Institution)
COIMBATORE-35
DEPARTMENT OF ENGLISH



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 |

