

Check List

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 auxiliaries such as **Is, Are, Do, Does, Has and Have**. This should be followed by the subject.

e.g Have I taken all the documents?

- 1. ImaginethatyouhavetogotoIITBombayforapaperpresentation.Makeaneightitem checklistwithapropertitleforyourreference.**

Checklist for IIT Bombay paper presentation

S. no.	Checklist	Yes	No
1.	Have I reserved the tickets?	√	
2.	Have I made arrangements for accommodation?	√	
3.	Have I taken the ID proof?	√	
4.	Have I printed the paper to be presented?	√	
5.	Have I prepared the PPT slides for the presentation?	√	
6.	Have I taken the address of the venue?	√	
7.	Have I withdrawn enough money?	√	
8.	Have I packed the necessary dresses?	√	

2. WRITE A SET OF EIGHTCHECKLISTS TO BE CHECKED BEFORE ARRANGING A CONFERENCE:

Have I arranged the seating?	Yes	No
Have I arranged the audio visual?	Yes	No
Have I arranged the decoration?	Yes	No
Have I arranged the various committees?	Yes	No
Have I invited the chief guest?	Yes	No
Have I sent invitation to all colleges?	Yes	No
Are the certificates arranged?	Yes	No
Do I prepare the topics for paper presentations?	Yes	No
Have I bought the mementoes for chief guest?	Yes	No
Have I arranged the MC?	Yes	No

3. 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.

Checklist for an Interview

Have I taken the ticket?	Yes	No
Have I taken all the certificates & testimonials?	Yes	No
Have I taken the interview call letter?	Yes	No
Are all the certificates arranged properly for easy reference?	Yes	No

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|---|-----|----|
| Do I have a set of formal wear neatly packed? | Yes | No |
| Have I taken my project report? | Yes | No |
| Do I have enough money? | Yes | No |
| Do I have my Bangalore friend's contact number and address? | Yes | No |

4. You have decided to go on a weeklong tour with all your family members. Prepare a checklist that consists of eight items that are to be checked before you leave the house.

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|---|-----|----|
| Have I booked the tickets for everyone in the family? | Yes | No |
| Have I packed enough dresses for the trip? | Yes | No |
| Do I have enough money for the expenses? | Yes | No |
| Have I booked room in a hotel to stay? | Yes | No |
| Have I taken the first aid box? | Yes | No |
| Have I arranged the transport for sightseeing? | Yes | No |
| Do I have enough warm clothes? | Yes | No |
| Do I have the list of places to visit? | Yes | No |

5. Imagine you are the team leader of your branch and you are going to Mumbai for an industrial visit. Write a checklist.

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|--------------------------------|-----|----|
| Have I taken my identity card? | Yes | No |
| Do I have the tickets safe? | Yes | No |

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|---|-----|----|
| Are all the documents taken? | Yes | No |
| Have I taken the confirmation letter? | Yes | No |
| Have I taken the visiting card of the Mumbai official? | Yes | No |
| Do I have enough money and the ATM card? | Yes | No |
| Have I taken my cellphone & charger? | Yes | No |
| Have I given necessary instructions to my team members? | Yes | No |

