

# Report Writing Tips

## A written report for Early Intervention should be...

### Detailed

- Have I provided enough detail so that the reader has a good picture of this child and family?
- Have I explained the meaning of my test results?
- Does my report accurately represent what was observed/reported?
- Did I report on strengths and challenges?

### Clear

- Will the reader understand the conclusions?
- Is the report easily understood by anyone?
- Did I avoid using jargon and communicate clearly?

### Objective

- Is the report objective and accurate?
- Is it free from personal bias?
- Is the information correct?

### Strength-Based

- Is the report strength based?
- Did I begin with strengths?
- Will the report build the family-professional partnership?

*There is space within each box so you can add additional questions or notes!*