

Research Report Evaluation

Name: _____

Letter of Transmittal _____ (10)

- _____ Introduction provides purpose, topic of letter; sets tone
- _____ Provides brief, sufficient background for project; predicts organization of report
- _____ Key findings, conclusions, significance, and recommendations (if any) are given
- _____ Closes gracefully with summary, final thoughts, any personal comments
- _____ Uses appropriate, specified business letter format: block, left justified only, spacing, serif font
- _____ Uses appropriate address, salutation, closing
- _____ Adheres to organization and writing quality standards indicated below

Comments:

Executive Summary _____ (20)

- _____ One-page summary of topic, subtopics, and most relevant findings of report, including conclusion(s), and recommendations where appropriate
- _____ Is not lifted wholesale from the larger report
- _____ On separate page, with headings as appropriate
- _____ Could stand alone; no citations or need to reference report for understanding
- _____ Sufficient information provided to serve as complete report overview for unfamiliar readers
- _____ Adheres to organization and writing quality standards indicated below

Comments:

Report _____ (70)

Title Page, Table of Contents

- _____ Title page is visually appealing; white space and graphic elements are used wisely
- _____ All key information is given (informative, interesting title; author; class; submitted to info; current date; anything else required)
- _____ Table of Contents shows hierarchy of 1st-, 2nd-, and sometimes 3rd-level headings as in text; page #s given
- _____ Separate "List of Tables and Figures" for visuals; appropriate listing and placement

Comments:

Introduction

- _____ Clearly defines main focus of report (thesis), reason for research
- _____ Sufficient background information is provided to situate readers, show "big picture"
- _____ Purpose / objectives of report are given
- _____ Audience is gracefully identified; significance of research to readers is shown
- _____ Scope of research provided: sub-topics, issues, etc.; limitations identified as appropriate
- _____ Sources and methodology information is gracefully worked into introductory material
- _____ Gives readers a sense of report's structure, what's to come

Comments:

Note: Failure to demonstrate competency in any of the above or following (p. 2) areas may result in a failing grade.

Findings / Results and Discussion

- _____ Organizes information logically: builds from general to specific throughout and within each section; groups similar findings; avoids jumping around; uses transitions
- _____ Uses specific and useful headings / subheadings to guide readers through findings
- _____ Brief introductions in each section situate readers and set up scope of section
- _____ Discusses clearly and completely all important results; interpretation is provided
- _____ Provides all necessary discussion and justification for later conclusions

Comments:

Conclusions

- _____ Proceeds logically from previous results and discussion
- _____ Summarizes key information learned; no new information is given here
- _____ Interprets for reader the overall significance of findings
- _____ Typically includes recommendations for readers or those involved with issues covered
- _____ Ends the report in a graceful and thoughtful manner

Comments:

Use of Sources

- _____ *References* page in APA format (or format as identified by instructor)
- _____ Incorporation of current professional print sources, as identified by instructor
- _____ On-line sources limited to credible, recent (typically signed and dated) materials
- _____ Interviews accurately reflect conversations with experts
- _____ In-text citations use correct format, include necessary information, are located appropriately
- _____ Interwoven use of sources; minimal direct quotations
- _____ Absolute correlation of *References* page to in-text citations
- _____ Honest paraphrasing appropriate for intended audience; voice is report author's; no plagiarism

Comments:

Figures and Tables

- _____ Introduced in text; inserted immediately where possible; discussed and interpreted for readers
- _____ Visually appealing; all type is readable; graphics are clear; units, labels, and titles are clearly shown and appropriate; sufficient white space given above and below
- _____ Used in logical and useful manner: directly support discussion; no extraneous information
- _____ Visuals taken from or based on resources are appropriately cited, in text and on *References* page

Comments:

Format Information

- _____ Uses serif font for readability; 1" margins on all sides; left justified only
- _____ Uses Arabic numerals (1, 2, 3, etc.) for page numbers; appropriate pages are numbered
- _____ Headings show clear distinction in hierarchy (1st greater than 2nd, and so on); logical spacing
- _____ Adheres to all suggested format and layout models given; appearance is neat, attractive, and inviting

Comments:

Writing Quality

- _____ Phrasing is tight and concise; needless words are omitted
- _____ Language used is appropriate to audience; technical terms are defined when necessary
- _____ Uses active voice, but avoids excessive "I, I, I," "you," and casual / "chatty" phrasing
- _____ Style is graceful, flowing, cohesive
- _____ Grammar, punctuation, and mechanics are impeccable

Comments: