

FEEDBACK ON REPORT

FOR _____

STRATEGY: Does the report meet the needs of the audience as you've defined it?

STRUCTURE: Is the report organized logically?

EVIDENCE: Is there sufficient data to support the recommendation or one main idea?

CLARITY/COHERENCE: Are paragraphs coherent? Are sentences clear?

(over)

MECHANICS: Are there spelling, punctuation, or grammar errors? Are the references in the footnotes and bibliography cited consistently? _____

FORMAT: Do subheads help structure the document for the reader? Are they consistent? Are bullets, etc. used effectively? Are lists parallel? _____

TABLES, CHARTS AND GRAPHS: Do they handle data effectively? Are they in the appropriate place? Are they easy to read? _____

GRADE: _____

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