

Evaluation of technical reports

Author:

Reviewer:

Give comments and scores. Use the back of this sheet as necessary	Score (0 – 5)
<u>1. Introduction – clear purpose</u> The subject and purpose of the report should be apparent without reading the whole report	
<u>2. Audience</u> The writing should be appropriate for the target audience.	
<u>3. Concise</u> The report should emphasize the important information.	
<u>4. Completeness</u> The report should give data or references to substantiate the conclusions.	
<u>5. Organization</u> The organization should make the report easy to follow.	
<u>6. Format</u> Effective format should be used, including header, section headings, numbers and captions for figures and tables, and page numbers.	
<u>7. Presentation</u> Use drawings as appropriate. Data should be presented appropriately in tables or graphs. .	
<u>8. English/grammar</u> The report should use appropriate and correct English.	

Scoring:

5: Excellent **4:** Pretty good **3:** Okay **2:** Could be better **1:** Needs to be improved **0:** Didn't even try