

## FEEDBACK ON REPORT

FOR \_\_\_\_\_

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

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**STRUCTURE:** Is the report organized logically?

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

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

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(over)

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

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

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

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**GRADE:** \_\_\_\_\_