**Research Report Revision Checklist**

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Author Whose Report You’re Evaluating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the following areas from 1-5, 1 being “Poor” or “Missing” and 5 being “Excellent.” If you give it a “3” or below, please offer the author a suggestion for how to improve.

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| **REQUIREMENTS** | **RATING** | **SUGGESTIONS** |
| Interesting but relevant **title** | **1 2 3 4 5** |  |
| **General:** The paper is double spaced, and in the following order: title page, paper, works cited page | **1 2 3 4 5** |  |
| **Thesis:** Does it make a point worth considering? Is it clear and easily understood? Does it state the purpose of the paper and narrow the topic? (It should NOT say ‘This paper will…” or ask a question.) Does every point in the paper clearly relate to the thesis? | **1 2 3 4 5** |  |
| **Sources:** Have a minimum of 3 sources been used? Have the ideas and references to the sources been cited within the paper? Are all sources noted on the Works Cited page? | **1 2 3 4 5** |  |
| **Development/Organization:** Does the paper follow a logical order or does it skip around? Are the selected points well suited to the audience and purpose of the paper? Is each point relevant and interesting? Are there any unnecessary tangents or off-topic pieces? | **1 2 3 4 5** |  |
| **Introduction:** Does it get the audience’s attention? Is some background information included to connect the attention getting hook to the thesis statement? Is the thesis clearly stated? Is there a preview of the subtopics to be discussed? | **1 2 3 4 5** |  |
| **Body:** Does each body paragraph begin with a transition and topic sentence? Is each paragraph clearly related to the thesis? Are the subtopics supported with examples, quotations and references, and are they fully defined or described? | **1 2 3 4 5** |  |
| **Conclusion:** Does it include a re-wording of the thesis statement? Does it review the main subtopics? Does it introduce any new ideas or information (it should not)? Does it leave the reader with something to think about? | **1 2 3 4 5** |  |
| **Paragraphs:** Does each paragraph have a topic sentence that clearly controls the paragraph? Do the details in each paragraph relate to the topic sentence? Are the transitions between paragraphs adequate? | **1 2 3 4 5** |  |
| **Argument:** Is there a sustained effort to convince the audience of a particular viewpoint or is the paper merely a series of observations? Are there holes in the argument (if so, please identify for the author)? Has adequate or greater evidence been provided to support the thesis? Are any logical fallacies visible? | **1 2 3 4 5** |  |
| **Sentence Structure:** A variety of effective transitions between sentences and paragraphs are used. Are sentences consistently varied in length and type to make the paper easy to read? | **1 2 3 4 5** |  |
| **Vocabulary:** Has the author chosen a wide variety of powerful words to create vivid images or evoke emotion for the audience? Is the point of view adopted clear and consistent throughout? Is the voice/tone of the paper convincing? | **1 2 3 4 5** |  |
| **Conventions:** Identify any errors in: spelling, verb tense, pronoun use, capitalization and punctuation. Grammar & formatting errors are not a distraction from overall effectiveness | **1 2 3 4 5** |  |

What are the strengths of this report? Be clear and specific.

On what areas should the author focus his/her revision? Be clear and specific.