

Checklist for Written Reports

The following is an example checklist that might be used when evaluating student papers. The student should consider such basic criteria when preparing written communications.

Author:

Title:

Reviewer:

Organization (30%):	Poor		Avg.	Excellent	
The introduction gains the reader's attention and leads smoothly to the thesis.	1	2	3	4	5
The introduction includes a satisfactory purpose or thesis statement.	1	2	3	4	5
The body is structured and organized appropriately (weighted 2X).	2	4	6	8	10
There are adequate transitions between paragraphs and from topic to topic.	1	2	3	4	5
There is a definite conclusion and/or action statement.	1	2	3	4	5
Content and Sources (35%):					
The subject is appropriate, significant, and is presented in an interesting way (weighted 2X).	2	4	6	8	10
There is sufficient supporting material to adequately develop and clarify the subject (2X).	2	4	6	8	10
Each sub-topic or paragraph is adequately developed.	1	2	3	4	5
Material from sources is smoothly integrated with original commentary.	1	2	3	4	5
Sources are appropriately documented.	1	2	3	4	5
Grammar & Layout (35%):					
The work is free from errors in spelling (2X).	2	4	6	8	10
The work is free from errors in grammar (2X).	2	4	6	8	10
The work is free from errors in punctuation.	1	2	3	4	5
The paper is neat and orderly with correct margins, typefaces, figures, tables, etc. (2X)	2	4	6	8	10

Total score out of a possible 100 points:

Comments: