Research Report Feedback Sheet

*Once you have completed your rough draft, use this feedback sheet to help you proofread and revise your work. In the box beside each entry, make a note that you have doublechecked that part of your work. (Writing ‘yes’ will be sufficient.) If you have any questions about any of entries, write them in the box.*

|  |
| --- |
| Writer’s Name |

|  |
| --- |
| Scan the entire report from beginning to end, ignoring content, but focusing on format. |
| Is the title page formatted correctly based on the sample report you were given?  |  |
| Are the margins 1 inch wide (2.5 cm), the font 12pt., and the pages numbered? |  |
| Is the report organized using headings that are bold?  |  |
| Are there in-text citations of your research?Are they in proper APA format?  |  |
| Are other text features used effectively to enhance meaning? (font size, bold, italics, underline, bulleted/numbered lists) If the answer is no, please explain.  |  |
| Is the work double spaced? |  |
| Is at least one portion of the report presented using a graphic (e.g., table, chart, graph, diagram)? |  |
| Is there a properly formatted References page? *\*must be on a separate page at the end of the report* |  |

|  |
| --- |
| Now read through the entire report from start to finish, focusing on content. |
| Is the first section a summary that briefly explains what information the report will contain? (Does it make reference to the purpose and all the headings?)  |  |
| Is the second section a discussion of how this issue is portrayed in the novel? |  |
| Do the following sections contain factual information presented in a clear and helpful way?  |  |
| Are there at least 5 different sources cited in the report?  |  |
| Do the citations appear both as parenthetical citations in the body of the essay, and full citations in the References page?  |  |
| Have you proofread for any spelling, punctuation, or grammatical errors?  |  |
| Is report written in a ‘conversational yet professional’ voice?  |  |
| If someone you knew were dealing with the issue outlined in the report, do you feel like the report would give that person a better understanding of the issue and how to get help? |  |

Remember to submit this form to your teacher as evidence of your self-assessment.