

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? <i>*must be on a separate page at the end of the report</i>	

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.