

Student _____

Hanson CTC Consultant (or TA) _____

Total Writing Points = _____ out of 20

<i>Clarity</i>	Agree	Disagree
You facilitate decision-making, emphasize conclusions, and provide supporting data.		
A broad audience can read and understand your report.		
You clarify the problem, emphasize merits of the study, and show practical results.		

Comments:

<i>Audience</i>	Agree	Disagree
You write a clear, concise, non-technical <i>Abstract</i> so that a top executive can review and act on the report.		
Your <i>Introduction and Background</i> and <i>Conclusion</i> sections give detail but remain clear, concise, and non-technical so that your immediate boss can understand your main points even if the boss is not an expert.		
Professionals in your field will understand your <i>Experimental Methods, Results and Discussion, and Appendices</i> .		

Comments:

<i>Organization</i>	Agree	Disagree
Your <i>Abstract</i> uses an introduction, body, and conclusion structure to show logical connections and follow the chronology of the report.		
Your <i>Introduction and Background</i> clearly introduces and describes the problem, defines processes, procedures, and terms. You use any necessary charts.		
Your <i>Experimental Methods</i> clearly describes the steps you used to conduct your experiment.		
Your <i>Conclusion</i> reflects upon assumptions, significance, and gives any necessary additional analysis. You give insights not available elsewhere in the paper.		
You identify tables and figures with numbers in your written text. Your tables have titles, and your figures have labels.		

Comments:

<i>Paragraphs and Sentences</i>	Agree	Disagree
You use a clear topic sentence for each paragraph. If necessary, you break paragraphs down into subtopics.		
Your build effective compound and complex sentences with strong subjects and verbs.		
You have written <i>Experimental Methods</i> using third person pronouns and past tense verbs.		

Comments:

<i>Crediting Sources</i>	Agree	Disagree
You use quotation marks around authors' original words or paraphrase the authors' ideas in your own words.		
You include citations for quotes or paraphrases of information borrowed from your sources.		
You include references for your sources on a separate <i>References</i> page.		
You follow APA format rules.		

Advice for next lab report:

Team Members _____

Hanson CTC Writing Consultant _____

Total Writing Points = _____ out of 20

<i>Clarity</i>	Agree	Disagree
You clarify the problem and emphasize merits of the study.		
You make a persuasive case for pursuing your research topic.		
A broad audience can read and understand your report.		

Comments:

<i>Audience</i>	Agree	Disagree
You write a clear, concise, non-technical <i>Project Summary</i> so that a top executive can understand what you intend to research and why.		
Your <i>Research Plan</i> gives detail but remains clear, concise, and non-technical so that your immediate boss can understand your main points even if the boss is not an expert.		

Comments:

<i>Organization</i>	Agree	Disagree
Your <i>Cover Sheet</i> includes project title, names of team members, and brief biographical sketches.		
Your <i>Project Summary</i> uses an introduction, body, and conclusion structure to show logical connections and follow the chronology of the report.		
Your <i>Research Plan</i> indicates what you intend to do (Specific Aims), why (Background and Significance), what already has been done (Background and Significance), and how you are going to do the work (Research Design and Methods).		

Comments:

<i>Paragraphs and Sentences</i>	Agree	Disagree
You use a clear topic sentence for each paragraph. If necessary, you break paragraphs down into subtopics.		
Your build effective compound and complex sentences with strong subjects and verbs.		

Comments:

<i>Crediting Sources</i>	Agree	Disagree
You use quotation marks around authors' original words or paraphrase the authors' ideas in your own words.		
You include citations for quotes or paraphrases of information borrowed from your sources.		
You include references for your sources on a separate <i>References</i> page.		
You follow APA format rules.		

Advice for final project report:

Team Members _____

Hanson CTC Writing Consultant _____

Total Writing Points = _____ out of 20

<i>Clarity</i>	Agree	Disagree
You facilitate decision-making, emphasize conclusions, and provide supporting data.		
A broad audience can read and understand your report.		
You clarify the problem, emphasize merits of the study, and show practical results.		

Comments:

<i>Audience</i>	Agree	Disagree
You write a clear, concise, non-technical <i>Abstract</i> so that a top executive can review and act on the report.		
Your <i>Introduction and Background</i> and <i>Conclusion</i> sections give detail but remain clear, concise, and non-technical so that your immediate boss can understand your main points even if the boss is not an expert.		
Professionals in your field will understand your <i>Experimental Methods, Results and Discussion, and Appendices</i> .		

Comments:

<i>Organization</i>	Agree	Disagree
Your <i>Abstract</i> uses an introduction, body, and conclusion structure to show logical connections and follow the chronology of the report.		
Your <i>Introduction and Background</i> clearly introduces and describes the problem, defines processes, procedures, and terms. Use any necessary charts.		
Your <i>Experimental Methods</i> clearly describes the steps you used to conduct your experiment.		
Your <i>Conclusion</i> reflects upon assumptions, significance, and gives any necessary additional analysis. You give insights not available elsewhere in the paper.		
You identify tables and figures with numbers in your written text. Your tables have titles, and your figures have labels.		

Comments:

<i>Paragraphs and Sentences</i>	Agree	Disagree
You use a clear topic sentence for each paragraph. If necessary, you break paragraphs down into subtopics.		
Your build effective compound and complex sentences with strong subjects and verbs.		
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You use quotation marks around authors' original words or paraphrase the authors' ideas in your own words.		
You include citations for quotes or paraphrases of information borrowed from your sources.		
You include references for your sources on a separate <i>References</i> page.		
You follow APA format rules.		

Comments: