

Revision Worksheet for Activity Reports

Use the following questions to help you revise your activity report.

Does the activity report include an introduction, summary of activities, a discussion of results, and a discussion of future activities?

Besides the current content of the activity report, what else do you think readers would want/need to know?

Do you think the activity report achieves its purpose? How might it better sharpen its purpose statement to reflect its content?

Do you think the activity report is appropriate for the primary and secondary readers? Are there any places where it should be adapted to the needs and concerns of these readers?

Does the activity report put all action items early in the memo where readers can locate them easily?

Does the introduction of the activity report clearly state its purpose and main point?

Does the conclusion of the activity report restate the main point, offer contact information, and look to the future?

Do you think the style of the activity report is plain and easy-to-read?

Would the activity report be stronger if it included one or more graphics?

