

Revision Worksheet for Analytical Reports

The question listed below will help you adopt a critical perspective toward your analytical report or someone else's report. Consider each question carefully and honestly. Then, make the appropriate revisions to your document.

Does the report follow the IMRaD pattern for organizing a report? If not, are there good reasons to deviate from the pattern? Or, is the report missing one or more important sections?

Is the report appropriate for its intended readers and the contexts in which they will use the report? How could the report better anticipate readers' needs?

Is the content of the report complete? Where should more information be added? Are there any places where non-need-to-know information can be removed?

Is a research question or hypothesis evident in the report? Should a research question and/or hypothesis be more clearly identified?

Is the report's methodology logical and easy to follow? Does the report effectively answer the how and why questions of the methodology?

Are the results clearly explained in an objective way?

Does the report properly discuss the results of the study, drawing broader conclusions that interpret the results?

Does the report's introduction minimally define the subject, state the purpose, and state a main point? Should any background information be added, and should the importance of the subject be stressed?

Does the report's conclusion round out the report by restating the main point, listing any recommendations, stressing the importance of the subject, and looking to the future?

Is the report properly designed? How could the report be better designed to fit the needs of the readers and the contexts in which the report will be used?

Is the writing style used in the report appropriate for the intended readers? Should the report be more persuasive in some areas and plainer in others?

Finally, look over the report closely for any typos and spelling errors that might signal low quality.