

ANALYTICAL RESEARCH REPORT

Name: _____

Grade _____

Evaluation:

Title Page

- Includes the title of the report
- Includes name of the report
- Includes organization of the individual receiving the report
- Includes writer's name, title, and organization
- Includes date submitted
- Formatted properly

Memo of Transmittal

- Gives a broad overview of the research
- Highlights the findings and recommendations
- Acknowledges help from others
- Formatted properly

Table of Contents

- Easy to read
- Includes primary and secondary headings that match the headings in the report
- Formatted properly

Executive Summary

- Includes the purpose
- Includes research methods
- Includes conclusions
- Includes recommendations
- Uses parallel recommendations
- Formatted properly

Introduction

- Includes background information to explain the problem or need
- Previews the structure of the report
- Formatted properly

Body of Report

- Presents the findings of the primary and secondary research using an appropriate organization plan
- Uses logical and parallel headings
- Uses proper MLA documentation
- Uses appropriate and accurate paraphrasing and summarizing
- Uses correct in-text citations
- Cites 8 sources from scholarly or professional journals
- Formatted properly
- Did not write in the first person

Conclusions

- Draws logical conclusions based on the research
- Tells what the findings mean
- Formatted properly

Recommendations

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- Applies the conclusions to the original problem or need of the specific organization to develop useful, logical recommendations
 - Uses parallelism
 - Enumerated recommendations
 - Started each recommendation with a verb
 - Formatted properly

Works Cited

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- Used proper MLA documentation
 - Used hanging indent style
 - Alphabetized Works
 - All references cited in the text were on this page
 - Formatted properly

Miscellaneous

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- Survey included
 - Uses correct spelling
 - Uses correct punctuation
 - Uses correct grammar
 - Visuals included
 - Interview questions included
 - Cover page included

Final Grade _____