

Trade and Grade

Your classmates will help you with your drafts; however, they will not be checking front and back matter. Their reviewing does not take the place of your own revising and editing. Ask me if you have any questions about their comments.

Document Design and Formatting

Load up the electronic file of someone from another group and check for the items below. Make a “save as” copy, type in comments and highlight them so they are easy to find. You may use the comment numbers from the “Assignment Corrections” sheets if you like. You will find the numbers in parentheses below. Do not use this day to comment on grammar or spelling.

Headings

- styles matched for each of the headings on the same hierarchical level (H2)
- three main headings (introduction, discussion, conclusion)
- subheadings to make sections accessible (H4)
- headings showing organization clearly and logically (check grammatical consistency too) (H2)
- at least four points difference between headings of different hierarchical level, or some other very clear distinction (H6)
- underlining not used for highlighting (F6)
- headings clearly visually connected to text (more space before than after, not separated by page breaks) (H3)

Overall Document

- each major section started on a new page (RF2)
- page numbers on all pages except page 1 (FF4)
- no text smaller than 12 pt. (even on visuals) (F1)

Figures and Tables

- consistently formatted (same rule lines, title placements, fonts, etc.) (F2)
- titled with key words and figure/table number (V1)

Headers and Footers

- occurring on all pages except the front matter (FF2)
- tailored to the content of each page (FF2)
- matched to the introduction and conclusion level headings in those sections
- matched to lower level headings in the body (FF2)

Overall Document

- key words in introduction and conclusion (H1)
- text under all headings (H7)
- introduction overview matched with body (order and wording) (RF3)
- all lists and tables introduced with text (V2)

Content

Trade papers with someone outside of your group and check for the following items. We are still not commenting on style or mechanics.

Overall Document

- bullets for lists (L1)
- lists of equivalent information matched as closely as possible (L4)
- in-text citations as needed (8)
- sections understandable without looking at the headings (H8)
- ad language and unsupported generalities strictly avoided (R5)
- tone consistent throughout
- accurate facts and figures (as far as you can tell)

Introduction

- purpose of report
- primary reader not referred to in third person—use their company name instead (R3)
- no information included that the primary reader probably already knows (R6)
- definitions as needed
- minimum specs
- subheadings as needed (at least *background*, *identification of issue*, and *research methods*)
- options list
- brief description of research methods

Body

- information presented in logical, organized manner (R1)
- general information placed in the introduction (not body) (R2)

Conclusion/Recommendation

- conclusion logically based on evidence (7)
- thesis statement
- subheadings for accessibility (H4)
- explicit action for reader to take (R7)

Figures and Tables

- used as needed, especially for lists of statistics and other small facts (FF5)
- titled with key words (H1)
- parts labeled as needed (V1)
- referenced in the text with table/figure number and location (V2)
- placed as close as possible to discussion in the text (V2)

Style and Mechanics

Trade with someone outside your group and look for the following items:

Mechanics

- correct spellings
- consistent spellings of unusual words like brand names
- correct grammar
- correct punctuation
- colons correctly used to introduce lists (Co)
- avoidance of the words *I*, *we* (use your team name instead) and *you* (use the company name instead) (GY)
- “optional” comma included in lists (only if not using bullets)
- \$, *lbs.*, TM, ©, and so on used as needed
- numbers written out if only one word and not a number you think your reader might be scanning for. You will also write out any number that occurs at the start of a sentence.

Style

- *be*-forms avoided as much as possible (circle any *be*-forms you see)
- extra words avoided (underline any you find)
- reasonable sentence length without too much embedding
- expletives avoided
- sexist language avoided
- all style advice in the text and lecture followed

Reminder: **USE THE REVIEW CHECKLIST!**