

Content and Organization Review

Make sure you have

1. Remembered to always take the reader's needs into account
2. Stated your thesis clearly
3. Checked the accuracy of each of the following:
 - Facts, figures, names, dates
 - Computations
 - Quotations
 - Graphics
 - References
4. Included complete and parallel information for all sections
5. Used an appropriate tone throughout
6. Organized the information logically and used appropriate headings
7. Checked that the recommendations follow from the conclusions

Remember: **CITE SOURCES**