**Extremely Important: Please Read**

**Research Report Grade Form**

 Points possible

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| --- | --- |
| **Cover Sheet** | **10 points** |
| **Table Of Contents** | **20 points** |
| **Outline:**  All outline main sections must have headings  Follow standard outline format with numbering, lettering, and indents  Length: approx. 2 pages (normal 12 pt. font)  All parts **must be parallel** as in mod. 11 | **-25 if missing** |
| **Executive Summary**   * Condenses the main points of **a whole report** * Do not quote, paraphrase, or cite any sources * Do not use announcement phrases such as *the report covers* * Double-space entire document, ending line to indicate   ¶s | **50 points** |
| **Report Layout:**   * Use full-block ¶, typing in either Arialor Calibri font * Single space your ¶s, one topic per ¶ * Double space between ¶s; use full-block paragraphing * Check for readability (i.e., chunking, highlighting, heading hierarchy, and white space) * Break into sections with **subtopic headings: center heading & bold** * Stay focused on topic and relate each subtopic to the technology of the report * Follow all the technical writing guidelines of the course for conciseness, clarity, and audience (semi-technical) * Use white space appropriately, chunking ideas; keeping ¶s short   **Analysis:** Creative ideas from your research with 2-3 main points  **Conclusion:** Focus on two or three major points you want to be sure the reader retains.   * Write up those ideas in clear, specific sentences. Finish the conclusion with a powerful last sentence, made powerful through its direct and concrete statements not by using emotional or overly exaggerated language. This last sentence reflects your report's core message to all of us.     Important Note:  Your Research Project needs to have:   * 3 quotations from primary sources * 3 quotations from secondary sources * 3 partial quotations with signal phrase * **In-text citation for every fact and idea not your own** (which means **at least one**per ¶) * No *I* or *you* language (use 3rd person) | **200 points** |
| **Source List** (do not annotate for final report):  · 2 sources: books or e-books  · 2 sources:  journal or professional magazine articles from the Internet or databases  · 2 sources: must be material from professional organizations in your field, or use an additional journal  · 1 information **interview with someone in the profession** (see Module 4)  · 1 additional primary source: This might be ainstructor or someone from a professional or trade organization in this field. (Of course, you may use more than six sources if you want to.) | **100 points** |
| One visual aid:  · You must include at least **one** self-created visual in your report.  · In the body of the report, refer to all visuals **before** they appear (see Figure 1) and **label** all visual aids with the appropriate Figure or Table number.  · Each figure must have a **title above it** as well as a **Figure # underneath** it.  · If you created your figure from information or statistics you acquired from a source, list the source underneath the figure (e.g. Source: U.S. Department of the Census).  · Include a List of Illustrations in the Table of Contents that lists all your figures and their page numbers. You still create this for one figure. | **20** |
| **Total** | **400** |