

Technical		√-, √, √+	Comment or suggestion
Introduction:	Context		
	Statement of problem		
System block diagram			
Components	Inputs		
	Outputs		
	Internal operation		
Issues:			
Implementation plan			
Communication			
Organization	Document uses informative headings		
	Sections are logically organized		
Introduction	Document indicates the purpose of the the writer (s).		
Body of the report	Paragraphs open with clear summary sentence		
	Paragraphs are logically organized and coherent		
Conclusion	Document ends by summarizing key ideas		
	Sources are cited.		
Graphics	Graphics are appropriate to the purpose of the reader.		
	Graphics are clearly and correctly labeled.		
	Writer refers to graphic and interprets it in text.		
	Graphics are legible.		