

Research Report Checklist

Use the following checklist for your research report. When you can answer all of the questions with a "yes," your paper is ready to hand in.

Ideas

- ___ 1. Is my research report interesting and informative?
- ___ 2. Are my sources current and trustworthy?

Organization

- ___ 3. Does my report have a thesis statement in the opening paragraph and a topic sentence in each middle paragraph?
- ___ 4. Does my ending paragraph bring my report to a thoughtful close?

Voice

- ___ 5. Do I sound knowledgeable and interested in my topic?

Word Choice

- ___ 6. Have I explained any technical terms or unfamiliar words?
- ___ 7. Do I use quotations and paraphrasing effectively?

Sentence Fluency

- ___ 8. Do my sentences flow smoothly from one to another?

Conventions

- ___ 9. Does my first page include my name, my teacher's name, the class name, the date, and a title? (See page 382.)
- ___ 10. Do I correctly cite my sources? (See pages 383, 395, and 397.)
- ___ 11. Is my works-cited page set up correctly? Are the sources listed in alphabetical order? (See pages 385 and 399-400.)
- ___ 12. If my teacher requires a title page, is mine done correctly? (See page 409.)

Research Report Checklist

Use the following checklist for your research report. When you can answer all of the questions with a "yes," your paper is ready to hand in.

Ideas

- ___ 1. Is my research report interesting and informative?
- ___ 2. Are my sources current and trustworthy?

Organization

- ___ 3. Does my report have a thesis statement in the opening paragraph and a topic sentence in each middle paragraph?
- ___ 4. Does my ending paragraph bring my report to a thoughtful close?

Voice

- ___ 5. Do I sound knowledgeable and interested in my topic?

Word Choice

- ___ 6. Have I explained any technical terms or unfamiliar words?
- ___ 7. Do I use quotations and paraphrasing effectively?

Sentence Fluency

- ___ 8. Do my sentences flow smoothly from one to another?

Conventions

- ___ 9. Does my first page include my name, my teacher's name, the class name, the date, and a title? (See page 382.)
- ___ 10. Do I correctly cite my sources? (See pages 383, 395, and 397.)
- ___ 11. Is my works-cited page set up correctly? Are the sources listed in alphabetical order? (See pages 385 and 399-400.)
- ___ 12. If my teacher requires a title page, is mine done correctly? (See page 409.)