

Department of Mechanical Engineering
University of Puerto Rico at Mayagüez

Technical Writing *Evaluation Tool*



Prepared by



Continuous Improvement Center
Department of Mechanical Engineering

Written Report Evaluation Form

Course: _____

Semester: _____

Name _____

Team Name/No. _____

Evaluator _____

Report Title _____

Instructions:

1. (For peer evaluation) Fill out this form, sign it and folded, then return to your instructor by the due date.
2. Evaluate the presenter according the following criteria. In the score column use the following scale: **F(0) = fail, D(1) = deficient, C(2) = average, B(3) = good, A(4) = excellent.**
3. Use the % column to establish the weight you given to each criterion. The total of all criteria must add to 100%.

Criteria	Score	%
Report parts -- All the parts of the report are there. (Cover, title page, table of contents, list of figures, abstract, introduction, conclusions, references, etc).		
Presentation and style – The presentation and style of the report indicates professionalism and it looks aesthetically pleasing.		
Grammar, Punctuation and Format – Sentences are well constructed and follow the basic rules of grammar and punctuation. Paragraphs are well formatted and the information follows a coherent order.		
Clarity – Information is presented in an unambiguous manner and leaves no doubt about the intent of the writer.		
Concision -- writer avoids extraneous details that do not contribute to thoroughness or clarity. The writer also makes good use of tables, graphs and figures to compact and summarize the information.		
Accuracy and Precision – Report shows the correct information with precision to the level of uncertainty in the information. Number of significant figures when reporting numerical data, the uncertainty of the data, example: 100 watts plus or minus 2 watts.		
Thoroughness and Logical Organization – is the report easy to follow? Is it self-contained? Is it organized and all the information needed to understand the message there?		
Audience Focus – Is the report, vocabulary, material and way to convey the information appropriate for the audience?		
Credibility – Do you believe in the message presented in the report? Were all the points of view presented, i.e., advantages and disadvantages, limitations, in such a way that you, the reader, reached the same conclusions reached in the writer?		
Timeliness -- Was the report completed and turned in on time?		

