BUSINESS REPORT FEEDBACK SHEET

NAME:

TUTORIAL CLASS:

The following aims to give you feedback on your business report assignment. The levels indicated do not represent marks or grades but show your level of achievement in the various required elements. More specific comments will either be on your report or at the bottom of this sheet. Your final grade is listed at the bottom.

O = Outstanding E = Excellent G = Good S = Satisfactory NW = Needs Work

ELEMENTS	CRITERIA	NW	S	G	E	O
Background Research	• At least 6 relevant background references used • References from a variety of sources • Academic as well as general sources used • All information appropriately cited					
Content	• Appropriate for stated purpose • Appropriate depth to meet purpose • Reflects appropriate theory • Relevant to stated purpose/objectives and scope • Required length • Citations properly referenced using APA, quotations properly attributed					
Report structure	• Logical, clear and consistent organization of ideas and information • Numbering system used accurately to reflect internal organisation • Headings/subheadings descriptive and accurate • Headings/subheadings grammatically parallel • Each section necessary and relevant					
Correct use of required report elements – Front Matter	• **Title Page** – accurate description of scope/contents; dated; authorised • **Table of Contents** – accurate reflection of structure and pagination; clear and easy to read • **Executive summary/abstract** – placed on its own page; accurate summary of problem, intro, discussion and conclusions; concise yet complete					

ELEMENTS	CRITERIA	NW	S	G	E	O
Correct use of required report elements – Main body	• **Introduction** – background/context given, purpose described, scope defined, terms defined (if applicable) • **Main Text/Discussion** – arguments developed logically with necessary supporting material; factual approach supported by balanced argument; ideas logically argued and organised. • **Conclusions** – overview of main points; based on matter in Discussion; no new ideas; clear statement of how purpose has been achieved. • **Recommendations** – related to points in conclusion; presented in point or paragraph form; capable of implementation					
Correct use of required report elements – End Matter	• **Bibliography** – complete; listed alphabetically; correctly set out using APA conventions • **Appendixes** (optional) – labelled and titled; appropriate; designed for reference; noted in text					
Graphics	• Appropriate • Labelled • Discussed in text • Referenced if from secondary source					
Writing style	• clear, well written sentences; no clichés; no redundancies; more concrete than abstract • appropriate use of active voice; minimal nominalisation • use of parallel structures • appropriate language for audience; minimal jargon					
Editing	• spelling, punctuation, grammar correct • transitions, sentence, paragraph variety and structure					

COMMENTS: **GRADE:**