I will be using this peer review sheet as the basis for evaluating your paper. Please read your partner’s report carefully, using the following questions as a guide.

1. Before you read the report for content, flip through and make sure it has all of the following parts (check them off as you go along):
   - Letter of transmittal (optional)
   - Title page
   - Table of contents
   - Executive summary
   - Introduction
   - Body (sectioned by individual criteria)
   - Conclusion
   - Recommendations
   - References
   - Appendices (optional)
   - Glossary (optional)

2. Does the introduction clearly define the problem, identify a research question, explain research methodology, and forecast the rest of the report?

3. Does each body section introduce the significance of the criterion, present the facts or evidence (without interpretation), and then interpret the facts or evidence?

4. Does the conclusion section weigh the results from all the criteria and answer the research question?
5. Are the recommendations in list form? Do they direct the audience to take specific actions on the decisions based on the conclusions you came to in the report? (Note: recommendations generally are in the form of commands, or the imperative mood—for example, “1. Contact Al’s Plumbing to make an appointment to get the pipes replaced.”)

6. Are the visuals clearly labeled with a number and title? Are they introduced in the body of the text? Are they appropriate for the information they’re trying to represent or clarify? Do they present the information ethically (i.e., in a non-distorted way)?

7. Is the document well designed and easy to navigate? Does it have consistent headings and subheadings and enough white space? Are the pages numbered with a running header (preliminary pages numbered with roman numerals)?

8. Is the writing at the sentence level clear and easy to read, and free of stylistic or grammatical problems?

9. And most importantly: Is the problem significant, the research good, the reasoning sound? Is the report convincing and important?