

Evaluating a Technical Report

Evaluating a technical report can be done in two parts. One part of the evaluation considers the technical content of the report. The second part of the evaluation considers the presentation of the report. Some of the items considered in the evaluation are described below.

Technical Content Evaluation

- The introduction section provides strong motivation and background information for the problem
- The problem under investigation is clearly described
- The approach to solving the problem is clearly described
- The analytical content
 - The survey component demonstrates breadth and depth in understanding the related work
 - The analysis is thorough, coherent, concise, consistent, and well thought out
- The contributions of the research are clearly described
- The conclusions are drawn from work (not just a summary of work)
- The details of the research completed are available in a set of Appendices

Presentation Evaluation

- Title page, Table of Contents are present
- List of Figures, List of Tables are present (if applicable)
- Section headers are numbered
- Figures and tables are numbered and referenced/discussed in report (if applicable)
- References are all present and correctly formatted
- Suitable technical writing style, correct grammar

- Consistent verb tense, correct spelling, justify text
- Figures and tables are legible and contribute to understanding the material