

## Report Assignment Evaluation

Monday/Wednesday, 2:30pm

Report Group: Water (Pat, Jamie, Jamon)

### Evaluative Criteria that Need Revision

- The report's purpose appears to be to inform the reader.
- The report has a summary or abstract section that includes a thesis that states what the report will cover.
- The report keeps the reader interested by showing the impact of the issue, or why it is important.
- The writers show credibility through research that is consistently relevant and reliable. It provides a balance of positions/perspectives.
- The report is overtly unbiased.
- The beginning of the report is written/designed in such a way to catch the reader's attention.
- The report remains focused throughout on the main point or direction.
- The report is not repetitive.
- The sections and paragraphs of the report are easy-to-follow as they move out of one and into another. They use good transitions.
- The style of the writing is appropriate to college-level readers.
- The report is written in a semi-formal, professional tone.
- The report is written in third person.
- In order to produce a "raidable" document, the report effectively uses organizational and design strategies including, but not limited to fonts, subheadings, categories, sections, bullet points, tables of content.
- If visual aids (i.e. charts, graphs, pictures, images) are included, they are internally cited and their placement is logical in relation to the text.
- The report demonstrates that the authors made full efforts to use a single citation system correctly and consistently.
- The writing is edited to the level that grammatical errors do not interrupt an easy flow of reading and understanding. There are no careless mistakes.
- The report thoroughly answers the previously submitted question.

### Overall Comments:

1. The overall design needs a little work. The columns are running into each other.
2. The first paragraph jumps quite a bit between the 2<sup>nd</sup> and 3<sup>rd</sup> sentences. Probably a new paragraph so that the initial paragraph can be finished. I think the purpose of the report still needs to be introduced.
3. The design of the front page needs a little work. I don't think having the "Title" in one column works very well. I think spreading the title across the entire page works better.
4. Yeah, I think the first and second paragraphs need to be reorganized so that the introduction works better.
5. Would it be useful to have "Colorado River Compact" as a heading? I wonder if the two column design helps or hinders your design?
6. I think the Colorado River Compact section needs some citations.
7. The Personal Water use section needs some organization. The paragraphs themselves are okay, but how are they in relation to each other? They kind of "bounce" from city to city,

then to state, then to “90 by 20”. I actually think that if you do away with the two-column organization you might be able to improve this because you can do sub-sub headings then to organize the paragraphs.

8. The intro says that “Agricultural” will come second, but Commercial does.
9. The citations don’t seem quite complete.
10. I’m confused by the first paragraph in the commercial use section. What is the 55 percent a percentage of? Then, that section goes back into personal use. A little jumpy.
11. Might the fine detail of how Las Vegas waters their golf courses be better placed in a text-box or an aside? As it is, it makes the report feel a little imbalanced.
12. Needs paragraphs in the thermoelectric section.
13. Starting to get biased in that section as well.
14. In the Agricultural section, “deplorable” to describe crop selection would be an example of bias.
15. It feels like it doesn’t end, a little unfinished.

This was a complex report to write, and I think the ultimate issue with it is that it never fully decided what it was a report about: upper basin, lower basin, use, conservation, Colorado River compact, etc. That has resulted in a bit of a mish-mash of facts and information, but without it being organized in a way that makes it feel like a single report.

So, it needs a fair amount of work. But, I think once the specific focus is figured out, then it will fall into place, because you have a ton of information in here. I think a key is going to be re-designing it. The two-column approach doesn’t quite work because that limits the depth to which you can go with headings and sub-headings. There are so many levels to go into, but you can only go one level, therefore the organization gets all squirrely. Use the whole width of the page, and you’ll do much better.

What if the focus of the report is: How do member states of the Colorado River Compact manage their water usage? Would this allow for personal, agricultural and commercial? And, allow for California to come into play? Then, in the different sections, you can have sub-sections. For example, in Personal, you could have “Use” and “Conservation”. In Commercial, you could have “Thermoelectrical” and “Recreation”. In Agricultural it could have “waste” and “conservation”. In fact, each section could include “Use/Waste” and “Conservation.” That might create a really strong pattern to this report and give it the flow (no pun intended) that it needs.

Evaluation: C