Analysis and Evaluation Checklist

Analysis	Y/N	Answers
Purpose and Readership		
1. What was the writer's purpose?		
2. Did the article achieve its purpose?		
3. Who were the intended readers?		
Format, Language, Structure and Layout		
1. Business / Casual (format)		
2. Formal / Informal (language)		
3. Logical organization (structure)		
4. Headings / Bullet Points (layout)		
5. Charts / Graphs (layout)		
6. Does it summarize its findings?		
Evaluation	**Y/N**	**Answers**
How could the written communication be improved?		
1. Accurate?		
2. Current?		
3. Detailed?		
4. Too Long / Too Short		
5. Format: what could be changed from above?		
6. Structure: what could be changed from above?		
7. Layout: what could be changed from above?		

LIVEWORKSHEETS