

6.033 Design Report Spring 2004

Name: _____

Writing Program Respondent (Name and email): _____

Category	Yes!	Partially	Needs work	Comments
Organization	Paper began with an Executive Summary that summarizes the purpose of the project, explains specific design choices, and justifies those design choices or evaluates the design.			
	Introduction/Design Overview explains the purpose of the project and then overviews the design issues and approach to each issue.			
	The report includes a detailed, well-organized design description .			
	A Conclusion that summarizes the design problems solved, identifies problems that were not solved, and explains why these issues were not addressed.			
	All sources (not required) are documented in IEEE style both within the text and at the end of the report.			
	Transitions between and within sections are logical.			
Presentation	Paper is professionally presented with effective document design, such as margins, page breaks, title page.			
	Sections and subsections are effectively, consistently labeled.			
	The report makes effective use of diagrams, graphics, tables, and code, which have sequential figure numbers, descriptive titles, and are referenced in the text.			
Style	Sentences are easy to read and are concise, avoiding unnecessary words and phrases (for example, avoids wordiness in constructions like "The reason is because . . .," "due to the fact that . . .", "This is . . ."). Word choice is correct and specific.			
	Sentences are grammatically correct and punctuated correctly.			
	Passive voice is used sparingly, and verb tenses are used consistently.			

Grade*

*If you choose to revise your report, please submit your revised paper to your recitation TA: April 22, 2004