Rapid review to use with technical report draft

Use this form at any stage from planning through to late draft in one of the following ways:

- Planning – before you start or when your ideas are well formed, estimate your competency/confidence
    - Use the comment boxes to make notes
    - Score your confidence with any particular section

- For a quick self-review during the development process – can be used itteratively
    - As you progress, check what you have done against the descriptor and rate your likely achievement

- As the basis for discussion during a content oriented peer review session, from early to late draft
    - Show your draft to a friend, get them to read it, and then give you comments, discuss the score together
    - Peer review involves you each taking turns at reviewing each others' work. You will find that you learn as much from reviewing someone elses' work as you do from getting feedback on your specific effort.

Advice

Read this document in conjunction with the notes on Drafting an abstract for a technical report
http://www.edshare.soton.ac.uk/17905/ . That note also walks you through the research process.

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Work through each criteria in turn, provide a brief comment and then score the factor on a 1-4 range

1: Needs Improvement; 2 Satisfactory; 3 Very Satisfactory; 4 Outstanding

The top level descriptors here are generic

The guidance notes relate specifically to the report specification in COMP1205

At the final stages of a draft you need to score your work against the actual assessement criteria.

Criteria descriptor	Comments	NI 1	S 2	VS 3	O 4
Title Short; clearly addresses the brief					
Abstract Short and concise can be read in its own right. Follows a standard four part structure (see further notes)					
Keywords Index terms to the content					
Introduction Sets the context for the study					
Background Any analysis of the literature you found or the systems you identified ad compared					
Method In this case the outcomes of the research and thinking and reasoning which you did – explaining how the evidence you collected in the background applies to the problems invesigated					
Discussion May compare the different factors you have considered					

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Conclusions Logically draws together the arguments – makes recommendations to answer the brief					
Future work Identifies areas for further investigation or action. There may be no future work					
References The literature which you cited					
Bibliography Other literature or reading which influenced your thinking					
Appendices Additional materials - will not appear in this report assignemnt					

Any additional comments:

Further areas for attention

Note you will also be marked on things like figures and tables – readable, properly labelled, makes a contribution to either understanding a complex idea or analysis, or to the structure of the argument or discussion.

It is usually best to focus on these after you have put the basic argument together.
- **Academic Integrity** – your work will be checked, you have to include an academic integrity statement
- **Table of Contents** – you are expected to generate a table of contents
- **Layout and correctness** – the layout should conform to the template with consistent font sizes , margins, justification etc. The text should be error free.

Note – Layout and Readability – the structure of your report need to be clear and the arguments easy to follow. Sometimes this is achieved by layout, and the visual structure of the report. Clear paragraphs and use of structure such as bullet points and numbering can add considerably to the readability.