

Report Observation Tool

Child's Name: _____

	Yes, date observed and notes	Not Yet, notes and next steps
Structure		
General Statement: introduces and classifies the topic of the report		
Subtopics: information is grouped into subtopics; subtopics are ordered logically		
Medium: Brochure		
Organization: general statement is at the beginning of the brochure; subtopics are arranged logically; subtopics are identified clearly, using headings; title is included on the cover		

	Yes, date observed and notes	Not Yet, notes and next steps
Medium: Brochure, continued		
Images: images are included to clarify and provide more information		
Language		
The Third Person: the third person is used to achieve a formal tone appropriate for the audience		
Nouns: general nouns are used, naming a group or class, rather than something specific		
Adjectives: words and prepositional phrases are used to describe the nouns; adjectives are packed into sentences		

Suggestions for Week 4 revisions, based on observations

A large, empty rectangular box with a thin black border, intended for writing suggestions for Week 4 revisions based on observations.