***5 Questions to check when reading the first draft***

1. Does the report have any spelling, grammatical or sentence structure problems?
   1. Yes – a few spelling/typos and grammatical errors or sentence structure problems
   2. No – the summary has no errors and reads well with no sentence structure issues
2. Are there any intext references and reference section?
   1. No – Why not, there should be! Identify areas that are potentially from another source other than the authors original work.
   2. Yes – how many are used, how many times is the reference used? Do the references follow CSE or APA style?
   3. Yes – Are the references listed in the proper format? Journals articles need all authors names in full, journal title, article name, year, volume (issue) and page numbers
3. Is the summary in your own words?
   1. Yes – the parts with intext references are reworded and still make sense
   2. No – there are parts of the paper that are cut/pasted or word-for-word from the original article
4. Did the summary cover all important parts of the article?
   1. Yes – all topics were discussed in the summary in full but concise detail
   2. No – the summary is missing some vital details or did not fully explain or identify certain parts
5. Does the summary make sense?
   1. Yes – the flow of the summary follows the article and doesn’t jump around from one topic to another
   2. No – the summary jumps around a lot and parts of the summary do not make sense based on the flow and choice of words