Evaluation Report
For the formatting of a formal report, refer to the resource titled Report.

An evaluation report provides a valued judgment. In order to write an evaluation report, you will be required to compare something to a set of requirements (criteria) and judge how well the thing met the criteria. While your ultimate response will answer a question of value, you are still providing a judgment based upon requirements. These judgments are based upon numerical value, yes/no value, or on ratings value.

Numerical value represents requirements fitting between a minimum value and a maximum value.

Yes/no value represents either a yes or no based upon the criteria of does it or doesn’t it?

Ratings values are based upon nationally accepted ratings by groups of people.

Whichever criteria that you use to provide the evaluation, be specific with the requirements and with the description of the thing you are evaluating.

An evaluation report follows the same formatting as other formal reports.

- Introduction provides the statement of purpose and the history of the problem.
- Body provides the explanation, description, and the bases for your judgment.
- Conclusion provides an explanation of the results.
- Recommendation based upon the results of the valued judgment.