# Writing Checklist for Evaluators

Use this checklist before finalizing your evaluation report.

## Structure

[ ] Executive Summary is concise and complete

[ ] Methodology section clearly explains tools and sampling

[ ] Findings include both qualitative and quantitative data

[ ] Visuals are labeled and relevant

## Style

[ ] Writing is clear and free of jargon

[ ] Voice is professional and objective

[ ] Acronyms and technical terms are defined

## Accuracy

[ ] Data matches visuals and tables

[ ] All recommendations are supported by findings

[ ] All sources or references are cited if applicable