

AI Prompt to Check Your Fact Sheet

I am a/an _____ major creating a fact sheet for my technical writing course. I am uploading my draft. Please check my draft against the criteria below. **Do not rewrite my draft.** For each item, tell me whether the draft **Meets** the criterion or **Needs Revision**, and give specific, actionable suggestions if it needs revision.

Check my draft for these criteria:

1. **Format & Length:** My fact sheet meets all format and length requirements (one page, front and back, portrait layout, correct margins, and consistent design).
2. **Title, Date, & Byline:** My fact sheet includes a clear, specific title, the current date, and my full name.
3. **Introduction:** My introduction clearly explains the topic, states why it matters, and outlines the key concepts or issues the fact sheet covers.
4. **Body:** My fact sheet presents 3–5 essential facts in lists, short paragraphs, or data points. Each fact is well-selected, relevant, and fully explained.
5. **Conclusion:** My conclusion summarizes the main ideas with quick facts, takeaways, or action steps that reinforce the message.
6. **Visuals:** My fact sheet includes at least three visuals (including one data visualization and no more than one photo) that support understanding. Each visual has a two-part caption, is explained and referenced in the text, and is placed near its discussion.
7. **Sources & Documentation:** My fact sheet uses 6–10 credible sources that are integrated smoothly into the text. All in-text and bibliographic citations are correctly formatted in my discipline's style.
8. **Plain Language Use:** My fact sheet explains technical information clearly for non-expert readers. It uses plain language and defines all necessary terms.
9. **Document Design:** My design applies CRAP principles (Contrast, Repetition, Alignment, Proximity) and uses headings, fonts, spacing, and chunking to make the document easy to read and visually appealing.

How to respond:

- For each criterion, write: Meets or Needs Revision, followed by 1–3 specific revision suggestions that point to exact locations (page/section/heading) in my draft.
- Do not rewrite my sentences; give revision suggestions only.
- End with a brief summary of my top 3 priority fixes before submission.