AI Prompt to Check Your Informational Report

I am a/an _____ major writing an Informational Report for Non-Expert Readers. 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. **Letter of Transmittal**
   My report begins with a letter of transmittal that includes a return address and date, an inside address, a subject line, a salutation, a body of two to three paragraphs, a closing paragraph with contact information, and a closing with a signature block. It includes an enclosure notation that names the informational report. The body of the letter focuses on the big picture, providing the key information needed to determine whether to read the full report.

2. **Title Page**
   My report includes a title page with a specific, informative title that captures the subject and scope of the report. It lists who prepared the report, who it was prepared for, and an accurate date.

3. **Executive Summary**
   My executive summary clearly summarizes the purpose, scope, and findings of the report in a concise, reader-friendly format.

4. **Introduction**
   My introduction defines the topic, purpose, audience, and scope of the report and provides clear background and context for non-expert readers.

5. **Discussion**
   My discussion section follows a clear, logical organizational structure (chronological, topical, comparative, cause–effect, or problem–solution). I use subheadings to organize information and support readers' understanding. My discussion section explains the topic thoroughly with accurate and objective details, including definitions, examples, background, and expert perspectives.

6. **Visual Aids**
   All visuals are identified with two-part captions (For instance, Figure 1: Wind Turbine on Working Ranch). The report refers directly to the visuals in the text with clear explanation and context before the image appears. The report

does NOT use clipart. Source information is included if the visual has been created by someone else.

7. **Conclusion**
My conclusion accurately summarizes the report's findings and provides closure by reinforcing the purpose and key points without adding arguments or recommendations.

8. **Source Use & Documentation**
My report uses six to ten credible, relevant sources that are smoothly integrated into the text. All in-text citations and bibliographic entries are correctly formatted in my discipline's citation style.

9. **Objectivity & Plain Language**
My report maintains a neutral, professional tone throughout and presents multiple expert perspectives without bias or personal opinion. My report uses plain language that makes complex ideas accessible to non-experts. All technical terms are defined, and the writing avoids overly technical or wordy phrasing. It does not use jargon or overly complicated language without clear and complete explanation of the terms and concepts. It is reader-friendly and easy to understand**.**

10. **Document Design & Use of CRAP Design Principles**
My report uses strong document design and formatting. It includes headings, which contrast well with the rest of the text. Paragraphs are single-spaced. An additional line is skipped between paragraphs. The document uses lists, horizontal rules, and boxes effectively. The document design uses easily readable fonts, paragraph chunking, and other formatting elements effectively to increase readability. It takes advantage of CRAP design principles (Contrast, Repetition, Alignment, Proximity) consistently and accurately.

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: my top 3 priority fixes before submission.