

## Writing Review Form

Robotics Engineering Program

As an evaluator of a student's writing skills, please fill out this form after reading the student's paper and then meet with the student to discuss the paper.

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**STUDENT:** Fill out this section.

*Paper authors:* \_\_\_\_\_

*Paper title:* \_\_\_\_\_

*Type of paper:*     ☐ conference   ☐ journal   ☐ technical report   ☐ other

*Status (select one):*   ☐ preliminary draft   ☐ submitted   ☐ accepted

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**REVIEWER:** Focus your evaluation on the paper's presentation, not on its technical contents. Remember that suggestions are important for feedback to the student!

*Reviewer name and date:* \_\_\_\_\_

1. In your own words, what is the main message of the paper?

2. What are the paper's strengths? (Be as specific as possible and try to mention at least three positive aspects.)

3. What are the paper's weaknesses? (Be as specific as possible and try to mention at least three things that could be improved.)

- |  |                                    |                               |                               |                               |
|--|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 4. How clear is the paper to you and how clear will it be to its intended audience? (Describe what is unclear, if anything.) | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 5. How are the abstract and introduction at indicating what is coming later in the paper?                                    | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 6. Is the presentation of background concepts adequate for the intended audience?  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 7. How well do the conclusions summarize the results of the paper?   | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 8. Is the paper well organized?  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 9. Do ideas and words flow smoothly at the paragraph level?  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 10. Does the paper have an appropriate balance between technical details and high-level concepts?                            | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 11. How well does the paper use terminology, equations, pseudocode, figures, and citations?                                  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 12. How are the spelling and grammar?  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| <b>13. Your overall evaluation:</b>  | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |

**Signature:** \_\_\_\_\_

*The writing qualifier is satisfied if both faculty evaluators give a score of "good" or better for the overall evaluation. Regardless of outcome, completed forms must be delivered to the RBE main office for record keeping.*