

# TEMPLATE FOR SHARPENING REPORT FOCUS

1. TOPIC (PROBLEM BEING ADDRESSED/EVALUATED):

2. EVALUATION CONCLUSIONS AND EVIDENCE:

3. ACTION (WHAT SHOULD HAPPEN IN RESPONSE):

## GUIDE TO MARKING UP DOCUMENT

- |   |   |
|---|---|
| X | Paragraph not needed                        |
| ✓ | Paragraph essential to message              |
| ↓ | Reduce paragraph. Underline content to keep |
| ↑ | Paragraph needs more information            |
| ? | Not sure if it is needed                    |

**TIP: IF IN DOUBT, LEAVE IT OUT!**

