



## TEMPLATE FOR SHARPENING REPORT FOCUS

1. TOPIC (PROBLEM BEING ADDRESSED/EVALUATED AND CRITICAL CONTEXTUAL INFORMATION):

2. EVALUATION CONCLUSIONS AND EVIDENCE:

3. ACTION (WHAT SHOULD HAPPEN IN RESPONSE):

### GUIDE TO MARKING UP DOCUMENT

- X** Paragraph not needed

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- ✓** Paragraph essential to message

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- ↓** Reduce paragraph. Underline content to keep

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- ↑** Paragraph needs more information

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- ?** Not sure if it is needed

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

