

How to write an

EVALUATION REPORT



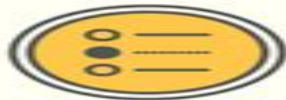
Know the Core Elements of a Good Evaluation Report

To ensure that your report embodies all these essential elements, you should determine what the report is for and how its intended.



Know Your Audience

Who is the report for? Is it for your employees, students, organization, or constituents? Answer this question first before writing any kind of evaluation report.



Follow a Format

An evaluation report typically consists of an executive summary, a scope of the report, a plan summary, a methodology, the findings, a discussion of the results.



Combine All Relevant Data

Whether you are writing a course, process or employee evaluation, your report should be based on observations that are pertinent to the industry or event you are investigating.



Develop a Report Dissemination Plan

A good evaluation report should come with a sound information dissemination plan. Connect with different people who will benefit from or who possess the capabilities.

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Sample Report Of Evaluation Findings

**Canada. Dept. of Agriculture Division
of Horticulture**



Sample Report Of Evaluation Findings:

How to Communicate Evaluation Findings Lynn Lyons Morris, Carol T. Fitz-Gibbon, Marie E. Freeman, 1987 Replete with examples from a wide range of disciplines this concise volume shows the reader how to communicate results to users and stakeholders throughout the evaluation process The authors stress the importance of maintaining a variety of channels of formal and informal reporting mechanisms as well as the need to tailor the medium and message for intended audiences and users Easy to use worksheets are provided to help readers prepare reports Practical tips on how to communicate effectively on using graphs and tables and on presenting the final report are all contained in this important publication *UNDP Evaluation Findings in ...* ,1994 **U.S. Government Research & Development Reports** ,1965 **How to Present an Evaluation Report** Lynn Lyons Morris, Carol Taylor Fitz-Gibbon, University of California, Los Angeles. Center for the Study of Evaluation, 1978-10-01 Guide to the evaluation of programmes in educational planning covers fundamentals of programme evaluation objectives and decision making design and planning methodologies e G Comparison with control groups measurement of attitudes and success statistical analysis and related evaluation techniques to quantify assertions conducting surveys and writing an evaluation report Bibliographies diagrams illustrations questionnaires and statistical tables

Bibliography of Scientific and Industrial Reports ,1965-07 **Resources in Education** ,1994 **New York Court of Appeals. Records and Briefs.** New York (State)., **Standard Review Plan for the Review of Safety Analysis Reports for Nuclear Power Plants** U.S. Nuclear Regulatory Commission. Office of Nuclear Reactor Regulation, 1981

Proceedings: Program evaluation ,1992 **Asperger Syndrome** Raymond W. DuCharme, Thomas P. Gullotta, 2013-05-13 Since the first edition was published in 2003 an enormous amount of research into Asperger Syndrome AS and autism spectrum disorders has been conducted New genetic and epigenetic theories updated findings on viable therapies and targeted skill building programs provide a solid foundation of information for professionals to use in practice and impart to concerned families The Second Edition of Asperger Syndrome synthesizes the current state of the field beginning with the controversy over the proposed linking of the condition with autism in the DSM 5 This comprehensive guide gives readers a deeper understanding of the disorder detailing the effective strategies and therapies available to improve the lives of young people with AS and ensure their successful transition from childhood to adolescence to adulthood Focusing on core deficit and treatment areas expert contributors analyze the evidence base on behavioral and pharmacological interventions as well as educational strategies geared toward bolstering cognitive and social skills In addition to epidemiology etiology diagnosis and assessment this volume offers the most current information on Counseling and other therapeutic strategies for children with AS and their families Early intervention for children and youth with AS Social skills instruction for children with AS Evaluating evidence based instruction for children with AS Comprehensive education based mental health services for students diagnosed on the autism spectrum Practical advice for families from a parent of a child with AS The Second Edition

of Asperger Syndrome is an essential reference for researchers clinicians and scientist practitioners in clinical child school and developmental psychology child and adolescent psychiatry education rehabilitation medicine therapy social work and pediatrics *ASTM Standards on Environmental Sampling* American Society for Testing Materials,1997 A complete

reference of American Society for Testing and Materials standards on environmental sampling covering standards for sampling soil water particulate matter and vapors in workplaces wells laboratories and natural areas with guides for safe practices in areas such as construction chemical testing groundwater monitoring and air monitoring at waste management facilities Annotation copyright by Book News Inc Portland OR **Evaluating Foreign Language Programs** Diane W.

Birckbichler,2006 This volume is designed as a practical handbook that provides guidelines for teams of evaluators investigating a department or language program or individual teachers or language program directors seeking to better understand the content and context of their programs or courses Although the volume focuses on postsecondary foreign language programs readers who teach at the secondary levels will be able to easily adapt the guidelines and procedures to their own contexts The book is divided into three parts 1 Framing the Evaluation 2 Asking the Right Questions and 3

Reporting for Change **A Status Report of the Auditor General of Canada to the House of Commons** Canada. Office

of the Auditor General,2005 Special Report - Transportation Research Board, National Research Council ,1980

Government Reports Announcements & Index ,1988 *Annual Report* California. Children and Families Commission,2004 Summary of Results of 1996 Field and Laboratory Evaluations of Pavement Marking Materials ,1997

The Parent to Parent Handbook Betsy Santelli,Florene Stewart Poyadue,Jane Leora Young,2001 In this comprehensive book you ll learn how to develop and maintain a strong local Parent to Parent program that individually matches veteran supporting parents with those who are new to the challenges of caring for a child with a disability *Utilization of Evaluations of Small Scale Innovative Educational Projects* Barbara Dickey,1979 *Progress Report* Canada. Dept. of Agriculture Division of Horticulture,1911

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