

TALKING/POSITION PAPER EVALUATION SHEET

TO BE COMPLETED BY STUDENT

NAME OF STUDENT			DATE	
CLASS	SQUADRON	FLIGHT	<input type="checkbox"/> INITIAL ASSIGNMENT	<input type="checkbox"/> REMAKE ASSIGNMENT
TYPE OF BRIEFING		TOPIC		
INFORMATIVE		PERSUASIVE		

TO BE COMPLETED BY EVALUATING OFFICER

	YES	NO
1. FORMAT		
Was the format correct according to AFH 33-337?		
Title (<i>three lines, capitalized, centered, double spaced</i>)		
Dash, double-dash, triple-dash, etc. (<i>Talking paper only</i>) Paragraphs numbered (<i>Position paper only</i>)		
Bullet statements (<i>telegraphic wording, no punctuation at end of lines</i>) (<i>Talking paper only</i>)		
Spacing (<i>double spaced between bullets/single spaced within bullets</i>) (<i>Talking paper only</i>) Spacing (<i>double spaced</i>) (<i>Position paper only</i>)		
Identification line (<i>author's grade and last name, office symbol, phone number, typist's initials, date of preparation</i>)		
2. MECHANICS		
Were the mechanics acceptable?		
Grammar		
Spelling		
Punctuation		
3. CONTENT		
Was the information adequate?		
Highlighted main points and key support material		
Provided relevant and appropriate information		
Usable for future reference/decision making/staff work		
Did the paper communicate effectively?		
Purpose (<i>informative/persuasive</i>) and position readily understood		
Worded clearly and concisely		
Appropriate jargon/terminology		
Did the paper correspond with the briefing?		

RECOMMENDATION:	<input type="checkbox"/> ACCEPTABLE	<input type="checkbox"/> REACCOMPLISH	DUE DATE
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EVALUATING OFFICER SIGNATURE	<p style="margin: 0;"><i>I have read and understand the comments regarding my performance. I <input type="checkbox"/> do <input type="checkbox"/> do not wish to make a written statement.</i></p>	
	INITIALS OF STUDENT	DATE