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| **Title of Report:** |  | |
| **Type of Report:** |  | |
| **Questions** | | **Yes/No** |
| **Does the main message cover all the ideas grouped below it?**  If there are questions and answers in the pyramid that are not logically connected to the main message, perhaps the main message needs to be revised. | |  |
| **Do the first questions generated from the main message identify the main sections of the report?**  From this first level of questions, you should be able to see the main sections that the report will cover. | |  |
| **At each level, does every statement cover all the ideas below it?**  Look at the pyramid in both directions, top to bottom and bottom to top. Your statements should lead to more questions on the same topic until the main message has been fully supported and the purpose has been fulfilled. | |  |
| **Are the statements phrased as full sentences, with verbs?**  Each answer should be a sentence, not a label, or “topic”. | |  |
| **Are key terms repeated and expanded upon throughout the pyramid outline?**  Repetition of key terms ensures that you are following through with your questions and answers consistently and are staying on topic. | |  |
| **Does the outline include both questions and answers at every level?**  Each question must logically flow from the statement above it, as in a conversation. Check for repetition of key terms from the main message: they should be expanded upon throughout the pyramid. | |  |
| **Do the statements lead to more questions until the report’s purpose has been fulfilled?**  Each answer should generate more questions until the purpose is fulfilled and the main message explained. | |  |