



WRITE ANALYTICAL FINDINGS

Step 1. Conduct the evaluation inductively.

- Gather information from multiple sources.
- Collect information on all required topics/elements.
- Keep an open mind.

Step 2. Report deductively.

- Write each fact separately, perhaps on a post-it note or a separate piece of paper. Don't worry about organizing facts at this point.
- Group facts together according to topic, noting sources where necessary.
- For each group, develop a "finding" that encompasses all related facts.
- State each finding in a sentence.
- Organize the sentences in a logical order. Put the most important findings first.

Step 3. Prepare an outline using the sentences developed in Steps 1 & 2.

- Use sentences as section headings or topic sentences.
- Limit each paragraph to one main point.
- Use facts resulting from data analysis (which you have already grouped) to support the main point.

Questions? Email us at info@quillassociates.com