

# Evaluative Summaries

- An **evaluative summary** follows the guidelines of an executive summary but also asks for an **opinion regarding the work** summarized. Blend your evaluations with your summary; do not save your evaluations for the end. **Evaluate for both content and style.**
- To evaluate the **content**, answer these questions for your readers:
  - How **carefully** and **completely** is the subject researched?
  - Is the writer or speaker **objective**?
  - Does the work achieve its **goal**?
  - Is the material **relevant** to your audience?