An important point to remember: a review combines all the informative material of straight journalism with the pizzazz and voice of personal writing!

Reviews typically should include:

- The name of what is being reviewed.

- Clear identifying information (author and publisher, location of restaurant, where a film can be seen, etc.).

- A strong statement of the reviewer’s overall opinion.

- Specific examples that support the reviewer’s opinion.

- A focus on material relevant to the particular subject of the review, such as quotations from a book; background material on an author, an actor, or a musician/musical group; comments on atmosphere and prices for a restaurant review.

- Clear organization through an introduction, body paragraph(s) and a conclusion.

- A particular tone (use of humor, sarcasm, authority, etc.) and a specific writer’s voice.

- Use of a rating system.