

Promo25 ZZ3 Written Assignment: Fresh Eyes Report

Instructions

Next week in class you will be given 45 minutes to write up a 'Fresh Eyes Report' about your Semester 8 experience. Even if you did not work in a company, you should be able to bring your 'fresh eyes' to the experience you had. Below you will find advice about how to think about what to include. You should be aiming to write at least 500 words. On the day of the test, you will not be able to have notes.

What is a Fresh Eyes Report?

A Fresh Eyes Report is a valuable tool used to gain a new perspective on a process, product, or system. It's particularly useful for identifying areas for improvement that may have been overlooked by those deeply involved in the day-to-day operations. It is often used by companies onboarding new recruits.

Outline/Template for a Fresh Eyes Report

1. Introduction

- Briefly describe the purpose of the report.
- Outline the scope of the review (e.g., specific process, product, or department).
- Explain the methodology used to gather information (e.g., observations, interviews, document reviews).

2. Observations

- Positive Observations:
 - Highlight specific strengths and positive aspects.
 - Identify areas where the process, product, or system is working well.
- Areas for Improvement:
 - Identify specific weaknesses or inefficiencies.
 - Provide detailed descriptions of problems or opportunities.

3. Recommendations

- Specific Recommendations:
 - Propose actionable steps to address the identified issues.
 - Consider the feasibility and potential impact of each recommendation.
 - Prioritize recommendations based on urgency and potential impact.
- Potential Benefits:
 - Describe the expected outcomes of implementing the recommendations.
 - Quantify the potential benefits, if possible (e.g., cost savings, increased efficiency).

4. Conclusion

- Summarize the key findings and recommendations.
- Reiterate the importance of addressing the identified issues.

Tips for Writing a Effective Fresh Eyes Report:

- Be Objective: Present your observations and recommendations in an unbiased manner.
- Be Specific: Provide concrete examples to support your claims.
- Be Constructive: Focus on solutions rather than problems.
- Be Clear and Concise: Use clear and concise language to convey your message.

FORMAL WRITTEN ENGLISH

I asked:

Could you give some advice for writing formal written English, please? For example, the importance of capitalization, punctuation etc.

ChatGPT:

Certainly! Writing formal English well involves paying attention to specific conventions and details. Here are some key tips for maintaining professionalism in formal writing:

I replied:

Thank you <3

1. Capitalization

- **Start Sentences with a Capital Letter:** Always capitalize the first word of a sentence.
- **Proper Nouns:** Capitalize names of people, specific places, organizations, days of the week, months, and holidays (e.g., *John Smith, London, United Nations, Monday*).
- **Titles:** Capitalize titles when they precede a name (e.g., *President Lincoln, Doctor Brown*), but not when they are used generically (e.g., *the president*).
- **Pronoun 'I':** Always capitalize the pronoun *I*.

2. Punctuation

- **End Sentences Correctly:** Use a period for statements, a question mark for questions, and an exclamation mark sparingly for strong emotions or emphasis.
- **Commas:** Use commas to separate items in a list, after introductory words or phrases (e.g., *However, he decided to stay.*), and to set off non-essential information (e.g., *The report, which was well-researched, was approved*).
- **Apostrophes:** Use apostrophes for possessives (e.g., *John's book, the company's policy*) and contractions (e.g., *don't, it's for it is*). Avoid apostrophes in plurals (e.g., *1990s, apples*).
- **Colons and Semicolons:** Use colons to introduce a list or a related idea (e.g., *He had three main goals: increase productivity, reduce waste, and improve morale*). Use semicolons to link closely related independent clauses (e.g., *She was exhausted; she had been working all day*).
- **Quotation Marks:** Use quotation marks for direct quotes (e.g., *She said, "The project is complete."*). Place punctuation marks inside the quotation marks in American English (e.g., *"The report is ready," he said.*).

3. Grammar and Syntax

- **Subject-Verb Agreement:** Ensure that the subject and verb agree in number (e.g., *The team is winning, The players are winning*).
- **Tense Consistency:** Maintain the same tense throughout a piece unless a change in time is necessary.
- **Avoid Run-On Sentences:** Use periods, commas with conjunctions (e.g., *and, but*), or semicolons to break up longer sentences.
- **Avoid Sentence Fragments:** Ensure every sentence has a subject and a verb to form a complete thought.

Final Tip

Reading formal writing regularly (e.g., academic articles, news articles) and practicing these rules will help you become more familiar and comfortable with formal English writing.

4. Word Choice

- **Use Formal Vocabulary:** Replace informal words with their formal equivalents (e.g., use *assist* instead of *help*, *purchase* instead of *buy*).
- **Avoid Slang and Contractions:** Use full words in formal writing (e.g., write *do not* instead of *don't*, *cannot* instead of *can't*).
- **Avoid Repetition:** Use synonyms or vary sentence structures to avoid repeating the same word or phrase.

5. Clarity and Conciseness

- **Be Clear and Direct:** Avoid overly complex sentences that might confuse the reader. Stick to straightforward language where possible.
- **Eliminate Redundancy:** Remove words or phrases that don't add value (e.g., *actual fact* can be simplified to *fact*).
- **Stay on Topic:** Ensure each paragraph has one main idea and avoid including irrelevant information.

6. Structure and Organization

- **Use Paragraphs:** Divide your text into clear paragraphs, each starting with a topic sentence and followed by supporting sentences.
- **Headings and Subheadings:** Use headings to organize content if the document is long or complex.
- **Transitions:** Use transition words to connect ideas smoothly (e.g., *however, therefore, furthermore*).

7. Formatting

- **Alignment and Spacing:** Use consistent spacing and formatting (e.g., double-spacing for essays, justified or left alignment for reports).
- **Font Choice:** Choose a formal, readable font such as Times New Roman, Arial, or Calibri.
- **Proofread:** Always proofread for typos, grammar issues, and punctuation errors.

8. Common Mistakes to Avoid

- **Confusing Homophones:** Ensure you differentiate between *their, there, and they're*; *your* and *you're*; *its* and *it's*.
- **Overusing Exclamation Marks:** Use them sparingly to maintain a professional tone.
- **Misusing Capitalization:** Do not capitalize random words (e.g., *The Team works Hard* should be *The team works hard*).