

Assignment 2: peer review

Assignment 3: briefing paper

Academic Skills and Learning Centre



What do you
hate most when
you receive
feedback?

What about these?

I can't follow what you have written!

Referencing is incorrect – sometimes you put a comma after the year and some times you don't

This appears to be a mish-mash of facts, assembled for no obvious purpose ... In effect this is not your work but that of the various authors you have cobbled together. You have not developed a clear message from the material. In future organise your thoughts: think about the whole paper means and how the relevant facts fit together and in what order to provide an answer to the problem.

To be constructive

- indicate both the problem and the solution
- identify substantive issues
- consider the emotions of the recipient

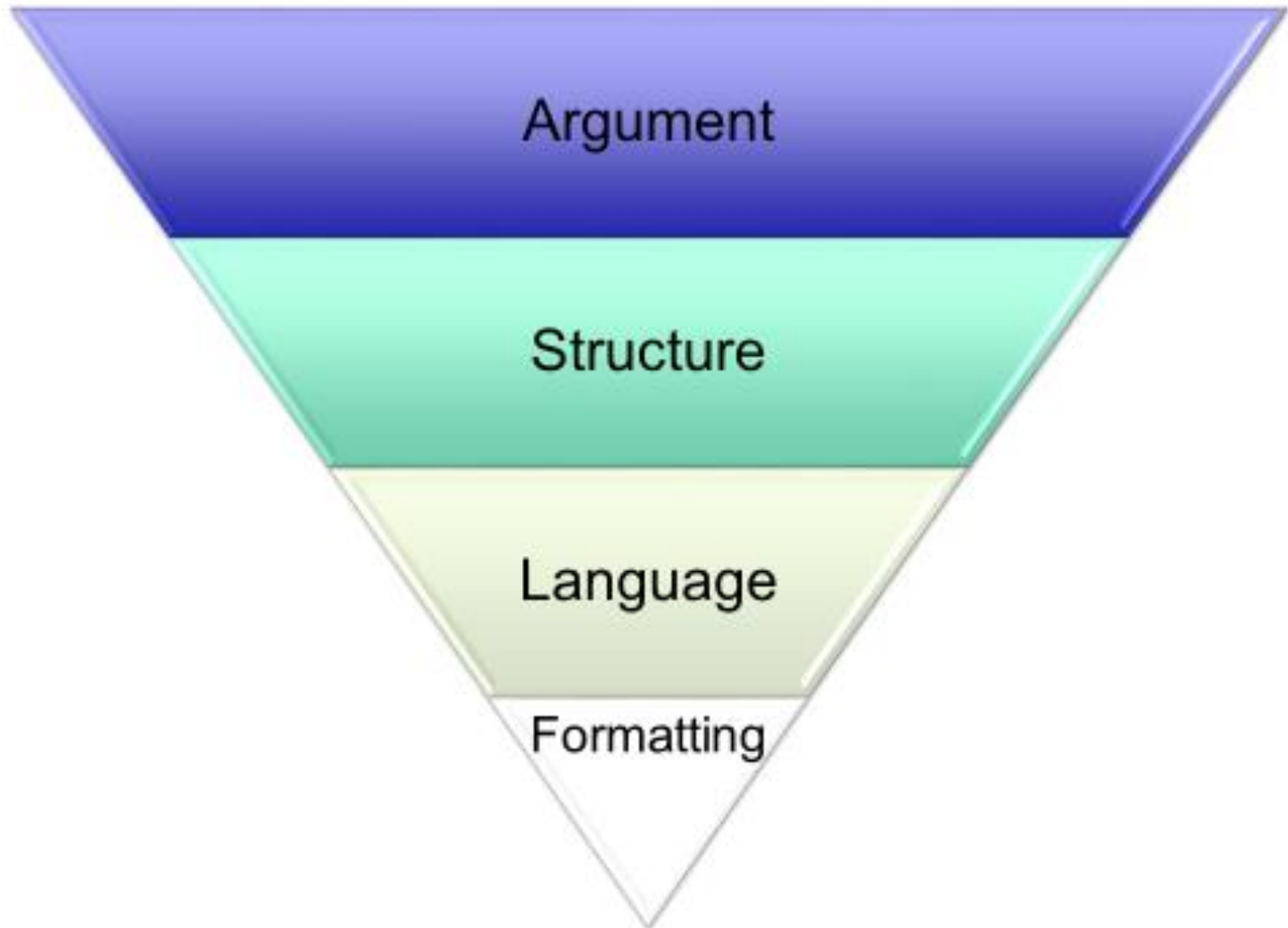
Peer review your paper

Where would you start?

How would you manage it among your group?

⇒ Need a process

Review from macro to micro



Overall impression

Skim your paper

- What are your impressions? Write them down and justify?
- Is the standard consistent? Are multiple authors apparent?



Overall

1. Does the introduction have a KM?
2. Are the reasons for the KM clear?

For each section

1. Does the introduction give the KM?

Have you learnt something?



Coherence and completeness

- Have they answered the questions (relevance)
- Credibility and range of the sources

Jot down your impressions, justify!



Supporting argument

Take a section

- Find the KM in the introduction
- Read the topic sentences – is there a clear line of argument?

Then move on to the paragraphs



Paragraphs: structuring argument

Topic Sentence

- paragraph's main idea
- contributes to the argument

Body

- supporting evidence
- examples

Linking

- analysis linking to the argument
- links to the next idea

Topic Sentences do not (usually) have citations



Paragraphs

With the paragraphs

- Are they well balanced?
- Does the body have supporting evidence and examples

How many paragraphs do you need to review?



Language, expression ...

Look for issues, rather than instances

Consider

- Overly long sentences
- Emotive or colloquial language
- Spelling or grammar errors
- Referencing problems
- Poor use of headings



Plagiarism

Is it their words or not?

Try googling sentences that stick out



Responding to criticism

- Try and stay dispassionate
- Some comments are more useful than others
- Be specific about how you addressed the concern
- Use your time to improve your work rather than debate the comments



Briefing Paper

Your task

A briefing paper for the Husky Air CEO on the provided scenario

Structure is:

- Starting material

- Introduction and background

- Discussion

- Conclusions and recommendations

- End material

As a group

Structure follows key message

Each section needs to contribute to convincing the reader of the key message