**Document Evaluation Form**

Document evaluated: Ben Macleod

Evaluation performed by: Grant Poeppelman

When you read any student writing in this class (either sample student essays or drafts from your fellow students), please respond to that writing using the procedure outlined below. Prioritize the higher order concerns in your reading. Please write up your response and save it as a Word document

***Higher Order Concerns***

Please answer all of the following questions in at least a paragraph each. Include references to specific examples from the essay for each point

1. Does this document do what it is supposed to do? How can it better respond to the central task of the assignment?

The document does what it is supposed to do he had a good idea on what to right about. Just some things are not in order.

1. Does it have a strong central claim or argument? How can this argument be improved?

Yes, the central claim is how to address the need for trusted vendor recommendations with his new idea vendor link.

1. Does the document support all claims with verifiable evidence? What types of evidence would better support the argument?

Yes there is a lot of claims that are backed up throughout the paper that are backed up by evidence. I would like to see a graph of image of something.

1. Is the document designed clearly and efficiently? How can the design be more clearly presented?

Yes the design of the paper is very well laid out I think he did a fantastic job with white space and overall spacing. Things just need to be put in the right order.

* Spacing/margins
* Improper font/formatting
* Ineffective use of white space
* Alignment/arrangement issues
* Colors/contrast issues
* Lack/inappropriate image use

*(continued)*

***Lower Order Concerns***

Please answer all of the following questions, keeping in mind the job here is to provide guidance for revision rather than performing editing or proofreading.

1. Is the writing style appropriate for the audience? Is it clear and appropriate in tone?

The writing style is good for the target audience, he uses a well laid out tone throughout the essay trying to sell his item to the people reading it.

1. Where does the language get in the way of the essay’s task? Specifically, does the essay have unclear language? Passive verbs? Narrative voice shifts? Other grammatical issues?

I do not think the language gets in the way of the essays task. He did a good job using the right language throughout the entire essay.

1. Is the writing mechanically clean? Are there issues with proofreading? Comma use (or other punctuation issues)? Sentence structure?

The writing is mechanically clean I did not notice an errors in grammar or anything I would change about it it was very essay to follow along the essay and know what was being said.

***Final Comments***

Please write a few sentences addressing the overall strengths and weaknesses of the document.

Strengths- Everything was done very well great use of white space good overall design

Weaknesses- Add a image or graph into it and put sections in the right order

Provide at least one piece of directive feedback (tell the reader what to do or what not to do during the revision process)

I think you did a fantastic job on the report, I would just go back through and make sure everything looks the way you want it to look and put things in order.

Please also provide one piece of facilitative feedback (ask the writer to more critically engage with their work in terms of argument, analysis, or another perspective).

Take a look from an outside perspective and see how you would rather things be laid out and see what kind of picture/graph you could add that could help visualize what you are talking about.