Feedback from jzh for IY reports – 2011-12
Jack Jenkins

Structure

Your report follows the recommended structure. In the organisation section it would be better perhaps to end with the IT enquiries team to make a better link between sections?

Presentation & Style

Presentation

Well presented report, with consistent formatting, title page, ToC, page numbering

Style

You have a fluid writing style but proof read carefully. Your document has errors which include: a service department that provide*, later followed by were interview* for on p1. There is also *it's own server* rather than the correct *its own server* on p7. Points for improvement:

- Avoid jargon! I know IY students get referred to as industrial years as shorthand but, to someone not in the know, saying industrial years rather than industrial year **employees** is not meaningful.
- members of the team **are**, however the team **is**
- Avoid using hyphens in a formal report

Content.

You give a good, referenced, introduction to the organisation. The technical and application environment section gives a solid feel for the systems you use. You provided a very good coverage of your role. Your critical evaluation section reflected on skills gained and touched on various organisational issues. Perhaps you underestimate the skills of others? An alternative suggestion might be to encourage and allow time for continuing professional development?