# **Peer Review Worksheet**

**Part A – I have:**

* Read the entire report from start to finish
* Found my 3 favorite parts and why they are effective, they are:
  1. I like your interesting theme. Office is closely related to every reader, and a suitable environment could determine how productive a company is. This could make reader thinking as you.

* 1. I like your figures in the introduction, which give reader a direct understanding of the differences between open and traditional office.

* 1. Throughout your report, the structure is well organized. This helps reader to understand your idea better.
* This is what I’ve learned from these things:

I will try to find an interesting topic which could grab reader’s attention, and I will also use some figures to give reader a better view of my idea.

**Part B – I have reviewed the report for:**

* Grammatical or spelling mistakes but did not correct them. (These are the writer’s responsibility, not mine.)
* Areas where authors strayed from using third-person perspective, active voice, or simple sentences.
* Proper use of topic sentences and transition phrases
* Research and citation
* Formatting issues based on the writer’s home faculty guidelines

From the above bullet points I suggest the following:

1. Check your grammar, for example, in “Due to the nature of open office, the noise level can vary and becoming incontrollable for everyone”, “becoming” should be “become”.

1. You should make your headers clearer, such as ”ADVANTAGES” and “DISADVANTAGES”.

1. You don’t have an analysis section. Make sure to follow your faculty’s guideline ;)

**Part C – Ask the writer three good questions about their report and the workplace context from which it comes.**

(These questions will help the writer clarify their problem, understand how their research is working, and tighten up their technical writing. Here, I am being a real audience member offering a genuine reaction. I am putting myself in the place of a co-worker in this workplace, or an evaluator from the Waterloo faculty.)

Question 1: Is the Open Office only popular in IT startups?

Question 2: Could you talk more about the office between open and traditional office?

Question 3: Could you elaborate in your conclusion