# **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. Good use of images to reinforce key points and also to keep the readers engaged in the report.

* 1. Well organized and information is presented in a format that is easy for readers to understand

* 1. Use of references throughout the report.
* This is what I’ve learned from these things: Thorough research and use of images to make the report more engaging. Also, add references throughout the report.

**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. Make the titles and sub-titles larger fonts or bolded to show emphasis and helps the reader to distinguish these headings from the actual content of the report.
  2. Include more information in the executive summary, such as a highlight on the pros and cons or a brief explanation on the concept of open office.
  3. Include an “analysis” section or label one of the sections as the “Analysis”.

**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 there any negative impacts if the company decides to implement one of the methods to be more productive?

Question 2: Can you elaborate more on the difference between an open office and a traditional office and how it affects the productivity of both individual workers and the company as a whole?

Question 3: Are there any example of companies that has implemented the methods for improving productivity?