

## Feedback I've received:

Peer Review Worksheet for Email Assignment - Hafi Javid

Partner – Shereen

Steps:

1. Read your partner's draft materials LIGHTLY ie as you would read an actual/normal email.
2. Read them again but CLOSELY. Use Word tools to make notes in the margins or edits where appropriate.
3. Rate the overall readability of the improved email (sense of ease, paragraph length, formatting, document design, etc)

1 (not at all readable)      3      5 (somewhat readable)      8      10 (very readable)

A. What are 2 things your partner could do to improve the feedback they provided Ms. Padilla on her original draft? WRITE A LOT!!

Thing 1: One thing that could be done to improve the feedback is to add comments explaining why certain changes were made. This would allow for the manager to be more likely to understand and accept your changes as is.

Thing 2: Another thing that could be done to improve the feedback is to remove some of the sentences from the original message. Some of them are repetitive, and come across as unprofessional.

B. What are 2 things your partner can do to make their Part 2 from-scratch email MORE effective? WRITE A LOT!!

Thing 1: One thing my partner can do to improve their email is to make the tone be a little more forceful. It may help to get the manager's true feelings and frustration across while still being professional.

Thing 2: Another thing my partner can do is improve the email in ways that will entice employees to respond. The deadline is good, but it might be a good idea to get the conversation started. One way to do this would be the ideas for the policy that were in the original email.

C. In their original email, do you feel your partner retained all of the critical info from the original draft? Is there anything they need to add back in?

I think my partner's email retained most of the critical info from the original draft. The only thing I would consider adding back in is the ideas the manager had around the new policy.

D. In their email reply, what can be improved to ensure Ms. Padilla gets what she needs?

In the email reply, the tone could be improved to sound more confident. It might also be a good idea to proactively explain why certain changes were made that the manager might question.

4. Upload this file to elearning in the Peer Workshop of Email assignment folder by 11:59pm.

Peer Review Worksheet for Data Tracking Assignment  
BCOM3300

My Name is Hafi

Steps:

1. Read your partner's draft LIGHTLY ie as you would read a magazine article.
2. Read it again but CLOSELY. Make notes in the margins or line edits where appropriate.
3. Rate the overall readability of the draft (sense of ease, paragraph length, formatting, document design, etc)

1 (not at all readable)                      5 (somewhat readable)                      8                      10 (very readable)

- A. Your partner needs to tell the story of how they used data through all 4 stages of the data communication process (collection, formatting, visualization, insights). What are 2 things your partner can do to make their story 1) CLEARER and 2) MORE INTERESTING? WRITE A LOT!!

**Thing 1:** The first thing I'd recommend my partner do is explain the anomalies in the data points a little bit more. For example, on the days where there are extraordinarily high data points, you could mention if you went for a run that day. Or for extraordinarily low points you could mention that you didn't go out that day because you weren't feeling well.

**Thing 2:** The other thing that I would recommend that my partner do is change the title of their data points. For example, the equation would make a lot more sense for most readers if it was titled instead of just the equation.

- B. Is there vital information/material that your partner has left out of the data tracking section? If so, what is it?

Some vital information my partner may want to mention is the average or median step count.

- C. What are 2 general things your partner could do to improve their data tracking section? WRITE A LOT!!

**Thing 1:** One thing I would recommend my partner do is mention what they learned from the data. This would make the reflection aspect of their project a lot stronger, and allow the reader to further understand what my partner accomplished through this exercise.

**Thing 2:** Another thing I would recommend my partner do is explain what a decadal polynomial regression is. A simple explanation on the concept would make it so everything makes more sense for the viewer.

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Feedback I gave:

## Peer Review Worksheet for Data Tracking Assignment

Steps:

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- A. Your partner needs to tell the story of how they used data through all 4 stages of the data communication process (collection, formatting, visualization, insights). What are 2 things your partner can do to make their story 1) CLEARER and 2) MORE INTERESTING? WRITE A LOT!!

### Thing 1: Break up the text

The current draft presents a lot of valuable information; however, it is written in long, uninterrupted blocks. Breaking the content into shorter paragraphs, using bullet points for key data points or striking trends, and adding headings for each of the four data communication stages (collection, formatting, visualization, and insights) would make the structure much easier for the audience to follow. Also, in this way, the reader will be able to identify the flow of the data. This will allow them to analyze each stage and improve overall comprehension, making the final product much more organized.

### Thing 2: Improve formatting

The formatting feels plain, which makes it a little bit difficult to stay engaged with the content. To improve this, my partner could use headings, bold text, bullet points, and colors to highlight key ideas. Adding charts, icons, or even just better spacing would make it easier on the eyes and more professional. The goal is to guide the reader through the story, not just present the information. These visual elements can also help emphasize important insights and make the data feel more dynamic, rather than static or overwhelming.

B. Is there vital information/material that your partner has left out of the data tracking section? If so, what is it?

No, there isn't any vital information/material that my partner has left out of the data tracking section. The key stages of the data communication process are all addressed. Each stage is explained with relevant details that show a solid understanding of the process.

C. What are 2 general things your partner could do to improve their data tracking section?  
WRITE A LOT!!

### **Thing 1: Make it more visually appealing**

The writing portion of the data tracking is overwhelmed with text. Introducing visual breaks and more organized sections will enhance comprehension. It will also make the final product look more professional. In addition, consistent alignment and spacing will certainly avoid clutter and lead to a more polished result. Small changes like using bullet points, section dividers, or bolded subheadings can help the reader stay focused on the key takeaways. These small adjustments will improve readability and make the information more engaging for a wider audience.

### **Thing 2: Clarify the trend**

The draft could benefit from drawing a clear connection between the visualization and the insight gained. For example, if a chart shows increased engagement on certain days, explain why that matters or what action might be taken based on that data. Without this step, visualizations can feel disconnected or simply decorative. Adding a short analysis after each visual, even just a sentence or two, can help the audience understand the significance of the trend and how it supports the overall story that is being told. This added context transforms numbers into meaningful insights, allowing the reader to see not just what is happening, but to understand why it matters.

## **Peer Review Worksheet for Email Assignment**

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- A. What are 2 things your partner could do to improve the feedback they provided Ms. Padilla on her original draft? WRITE A LOT!!

**Thing 1: Remove unnecessary details**

Regarding the feedback that my partner provided Ms. Padilla, they could refine the email by omitting unnecessary details that may not directly contribute to the main point. This would maintain professionalism, as ensuring that the message is concise can improve engagement. Sometimes, including too much background information can diminish the effectiveness of the main request. Although my partner did a great job in improving the grammar, they could further simplify sections that may be overly detailed. This would make the email more impactful, ensuring that employees can quickly understand the key takeaways without feeling overwhelmed by excessive details.

**Thing 2: Make feedback more constructive**

Another area that my partner could improve on is adding comments in order to make the feedback more constructive. While providing feedback, it's important to maintain a supportive approach to avoid discouraging the recipient. Rather than emphasizing negative aspects of the CEO's feedback, they could highlight how it becomes a learning opportunity for the team. Using more inclusive language can make the email feel more collaborative. This shift in tone can make the message more positively received while still addressing areas for improvement.

- B. What are 2 things your partner can do to make their Part 2 from-scratch email MORE effective? WRITE A LOT!!

**Thing 1: Improve structure/readability**

The email could benefit from a clearer structure. Longer sections in the email jeopardize reader comprehension, so the content should be split into more concise segments to improve readability. A well-structured format will make it easy for employees to find the key sections of the email. The addition of white space between different sections of content

helps both cognitive processing and visual clarity in the email. A structured message that employs visual cues between sections enables employees to comprehend essential points.

### **Thing 2: Strengthen employee engagement**

The email should emphasize that employee feedback is valued and will be taken seriously. The tone could be modified to sound more encouraging. Instead of saying “I was a little frustrated by the feedback I received from the CEO,” Ms. Padilla could say, “The CEO’s feedback provided insight on areas that we can improve on as a team.” In addition, emphasizing a sense of teamwork by using words like “we” and “our” helps to create a more supportive environment. This would reassure employees that their input matters. A more distinct paragraph organization enables readers to concentrate on separate items. The structure of the request could include bullet points to present action items. Employees can follow the requested tasks more easily since a clear visual guide provides them with a direct understanding of their duties.

- C. In their original email, do you feel your partner retained all of the critical info from the original draft? Is there anything they need to add back in?

Yes, the key details were retained; however, they should add a deadline for the employees to share their feedback. The email asks employees for input on a new office policy. Including a deadline will allow the employees to prioritize the request and ensure that feedback is gathered within a specific timeframe. This will allow for a more efficient review and implementation process.

- D. In their email reply, what can be improved to ensure Ms. Padilla gets what she needs?
- The reply to Ms. Padilla is clear and professional but could include a brief summary of the specific changes made to the original message. They could possibly be more specific and say, “I revised the tone to be more inviting and structured the call to action more clearly.” This will help Ms. Padilla quickly understand the improvements made and ensure that her feedback is addressed in a focused way.

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