TO: Manraj Athwal, English 301 Student
FROM: Arash Farhadian, English 301 Student, A.F.
DATE: Nov 21, 2016
SUBJECT: Review of your Formal Report Draft

The peer review for your formal report draft on 'Creating a Community Based Adult Education Program for Advocating Safe Drug Use in the Downtown Eastside' is completed and includes overall impressions and suggestions on various significant headings regarding the qualities of content, organization, style, and design. Your formal report draft is well written; however, taking into account these suggestions will improve and strengthen your formal report.

First Impression: The majority of this formal report is consistent with the requirements of writing effective formal reports, revealing that the prior work done on the formal report outline and the progress report has really paid off. At first glance, it is quite clear that a lot of effort has been put into constructing this piece of technical writing. However, there is still a few steps that need to be taken in order to construct a very professional and effective formal report proposal.

Title Page:
- **Content:** The title page of this formal report draft is very informative and effective. It contains all the requirements of a formal report as it includes a working title, detailed information about the intended reader and author, and a date of completion. However, it is highly suggested that all of the information provided on the title page be accurate. Revising the date of completion of the formal report draft from "November 15th, 2015" to "November 15th, 2016" will be beneficial as it gives the reader more accurate information about the time the formal report draft was put together.
- **Organization:** The organization of the title page of the report is very clear and effective. In order to leave a good impression on the reader, it certainly provides all the required components in the appropriate order.
- **Style:** In order to ensure the reader's attention is fully engaged on the topic of the formal report, the title page does a great job of highlighting the working title through bolded text. Clearly, this instantly informs the reader about the topic of the report upon first glance.
- **Design:** The title page of the report seems to be concentrated with written text at the top of the page. It is recommended that the written text on the title page be spread out throughout the page; therefore, the insertion of some extra space between the working title, the information about the intended reader, and the information about the author would be necessary to make the title page more effective.

Table of Contents:
- **Content:** The table of contents provides a brief outline of the formal report draft. It currently contains all the required headings and subheadings that have been elaborated on in the body of the report. However, something that will add to the effectiveness of the table of

contents is the addition of the page numbers that correspond to the headings and subheadings mentioned. This will allow the reader to easily find what it is they are looking for. For example, if the reader, Jennifer Field, is looking for the conclusion of the report because she is interested in reading the summary of the finding and interpretations, then she would appreciate to know that the conclusion can be found on page five of the report. This would definitely add to the level of convenience felt by the reader. It is always good to remember that the formal report should be completed in such a way that ensures all its aspects take the intended reader into account.

- **Organization:** The organization of the table of contents is very effective. The table of contents includes the headings and subheadings of the report in an appropriate order. Just like good transitions are great components of reports, having headings and subheadings in an appropriate order is also important, as it will help with the flow of the report as a whole. Therefore, the table of contents in this formal report is very effective in outlining the important aspects of the report in one page.
- **Style:** The bolded text in the table of contents effectively communicates to the reader the various significant components of the report at first glance. Furthermore, the indentation of the subheadings make it clear which parts of the report are related to each other and fall into the same section. These are definitely some of the aspects that strengthen this segment of the report by making it easier and convenient for the reader to follow.

Introduction:
- **Content:** The introduction of the report is very informative and provides a great opening to the formal report. It effectively identifies a problem in a specific area and sets up an opportunity for the analysis of the problem. Furthermore, it provides the reader with a definition and explanation for the location of the problem. This is certainly beneficial to the report as a whole since it is often recommended that definitions be provided for important terms. The method of inquiry section of the introduction is very well written. Moreover, it seems like there are a great number of primary sources this formal report uses, as well as the secondary resources that strengthen the report. The scope of inquiry is very well completed, as it provides the reader with several significant topics that are pursued in the process of determining the feasibility of the proposed solution. The limitation of the methodology section of the report is not currently provided with details. It is very difficult to carry out research without having limitations in the methods used. Thus, it is highly recommended to include such details, as they are very crucial for the reader to consider.
- **Organization:** The organization of the introduction provides a very effective opening to the body of this formal report. The headings and subheadings reveal the content discussed very clearly, making the introduction more reader-friendly. Moreover, the organization of the introduction provides a great connection between all the topics from the statement of the problem and the proposed solution, to the methods used and scopes of inquiry pursued.

- **Style:** Although the majority of the introduction for this report is written in a style to accommodate the you-attitude, the author's personal qualifications section of the introduction takes the focus away from the reader and redirects it on the author. It is important to always remember that every section of the report should put the focus on the reader and his/her needs. Additionally, the formal report proposal which was completed last month already informed the reader about the qualifications of the author, so it is not necessary to include this information for a second time. Considering the removal of this section would be a wise choice.

Collected Data:
- **Content:** This section of the report is very informative, revealing that a lot of hard work has been spent gathering important information from publications. However, the collected data from the primary source of information used is not that evident in the report. Thus, it is highly recommended that the next step taken in the formal report process should be to include all those findings and interpretations from primary data sources, as they are one of the major parts of the formal report.
- **Organization:** The headings and subheadings provided in the collected data section of the report are very effective as they clearly connect the various parts of this section together. It is always good to keep in mind that making connections between various parts of a formal report provides better flow from one section to another, making it more reader-friendly. However, there is one aspect of the collected data section of the report that diverges away from this notion of connectedness. The statement of the problem is a crucial part of the introduction of the report, rather than the collected data section of the report. Therefore, it would be wise to consider the removal of the statement of the problem section from the collected data section, as its addition to the introduction would be more effective. Although, since the statement of the problem section does include a great deal of references to publications and is quite long, another choice would be to keep the statement of the problem section where it is but changing its heading to something along the lines of "research on publications to fully assess the problem and the reasons behind it". There are definitely some choices to be made here.
- **Style:** The collected data section of the report is very well written due to the use of writing with you-attitude. Essentially, it provides the reader with all the information required without putting any focus on the author of the report. Furthermore, the use of an objective tone is another great aspect of this section of the report, as it is an essential style of writing that should always be incorporated in formal reports.
- **Design:** It is highly recommended that the results of the primary research be transformed into graphical representations. Therefore, one of the next steps of this formal report would be the incorporation of several graphical representations. On the other hand, the labels currently provided for the figures that will eventually be inserted are very effective and well written. Once the figures are completed and inserted into the collected data part of the report, the report will become more effective,

especially since the report will contain four figures, two more than required for the assignment. Lastly, it is essential to make the report reader-friendly and visually appealing; therefore, providing clear and simple visuals will increase the effectiveness of this report.

Conclusion:
- **Content:** The conclusion of the report does not provide any details for the topics that should be discussed, but only provides the headings. Essentially, the currently written conclusion is just an outline of the required sections. The formal report proposal ENGL301 students completed last month was intended for students to come up with their outlines for the formal reports; however, the formal report draft itself should take those outlines and turn them into detailed pieces of technical writing. Thus, it is recommended that these outlines be filled out with the appropriate and detailed information. The outline this report currently provides includes most of the required components/topics for a formal report conclusion, which are as follows: summary of findings, summary of interpretation of findings, and recommendations with the detailed action plan. Although it is great to have these in the formal report conclusion, they are not the only requirements. It is highly recommended to add sections describing the analysis of the action plan and whether the recommendations are feasible. For instance, the reader might be very interested in knowing whether the recommendations are actually workable and affordable solutions. Therefore, these are certainly some of the many sections the reader is interested in reading and considering.
- **Organization:** The layout of the conclusion is very well organized and effective. The headings and subheadings included are effective as they reveal the content very clearly. Furthermore, all parts of the conclusion seem to be connected at all points, which is definitely a plus.
- **Style:** It is highly recommended that the tone used for this section reflect the you-attitude style of writing throughout. This will be very beneficial as it takes the focus away from the author and redirects it towards the reader, Jennifer Field, and how the findings are significant to her. Thus, a crucial next step would be to write the body of the conclusion while considering the reader as the primary focus.

Overall, your formal report draft is very well done, taking into account all the requirements of effective and professional formal reports. Your efforts have led to a very effective formal report draft that will be useful as you move towards the next final steps in the formal report process. Hopefully this feedback will help improve your approaches to technical writing of formal reports. If you have any questions or require additional help, feel free to contact me. Your questions are welcome.