**TO:** Brent Hanover, Team Victory Lap Writing Team Member
**FROM:** Jennifer MacFarlane, Team Victory Lap Writing Team Member
**DATE:** January 20, 2019
**SUBJECT: Review of Your Technical Definition for ENGL 301**

I have reviewed your technical definitions for the ENGL 301 assignment 1.3. Thank you for your thoughtful work! Your definition for this assignment was well-organized and structured in a logical manner. I would like to offer the following suggestions for improving your assignment:

**Voice:**There are a few sentences in your definition that seem to be missing some words, or the subject of the sentence is unclear. For example, in the negation subsection of your expanded definition, you write “True poka-yoke solutions differ from common injury or defect prevention methods if those methods still allow the possibility of making mistakes.” This sentence would be clearer written as “True poka-yoke solutions differ from common injury or defect prevention methods in that poka-yoke solutions do not allow the possibility of making mistakes” or similar. I would suggest going over your draft to make sure your sentence subjects align.

**Intended audience:**Your introduction did not make explicit who your intended audience is. As such, while reading your definitions I was not sure if I was expected to know some specific words pertaining to the definition. For example, I had to look up the definition of “lean manufacturing.” I would suggest either combing through your definition to remove or better define any jargon used, or make clear in your introduction your intended audience.

**Research:**Although I can see your definition is well-researched and references are cited, you do not have in-text citations. If you have paraphrased information from your sources, you should cite them in APA format in the text itself, in the format (Author, year) at the end of the citing sentence.

I hope my suggestions are helpful to you in refining your definition for this assignment. Your assignment is cohesive and solidly researched, demonstrating your understanding of the defined term. Additionally, the sub definitions you chose to highlight in your expanded definitions indicate an awareness of what your intended audience would want to know regarding this term. Please let me know if you have any questions or concerns.