

Name of Reviewer: Curtis Fox

Author's Name: James Ou

Formal Report Draft Peer Review

Thank you for taking the time to produce a well-written formal report draft. I hope my review offers some useful suggestions.

Overall Impression of the Content

The content of the report is very detailed, with many statistics throughout to support the points being made. Using many facts or statistics makes the writing seem more free of bias, which is important in a formal report. As well, the document was both objectively and professionally written throughout. One suggestion is to make more points about how the recommendations in the report are beneficial to UBC Community Services. Considering the audience is extremely important when writing a report. Another suggestion is to remove the sentence that tells the reader that the price reduction would need to be carefully calculated (last sentence of Boosting permit sales section). I feel it is unnecessary to mention this as the reader is likely to know this already.

Design

The use of bolded words and varied font sizes was very effective in organizing the report into various sections, making it clear what each section was intended for. Currently they're only references to visuals, but none of them are present. When writing up the final report, remember to add in any of the necessary plots and visuals. In certain sections some of the spacing could be improved, such as in "Parking Permit Sales," where there is currently too much white space.

Organization

Listing the recommendations at the end of the report was very effective, helping the reader to see all the recommendations outlined in the report all at once. Additionally, adding a section on "Abbreviations and Definitions" ensured the reader was less likely to get confused. One suggestion is to try using bullet points (rather than paragraph form) when mentioning a series of statistics. This will make the report seem less dense. Also, try to break up the introduction into sections. I suggest having sections for background, purpose, and scope, for example. As well, the introduction is a little brief presently (the previous suggestion might help fix this).

Grammar

The writing is clear and has no major grammatical errors. However, I suggest taking the time to go back and proofread as they're a few minor errors. One example of a grammatical error is in the 3rd line of the "Solutions Analysis" section, under the subsection "My proposed solutions A." The word "algorithm" is spelt incorrectly. It is important to find even small errors, since even minor grammar mistakes can hinder the overall effectiveness of the writing.

Conclusion

Overall, the draft was very well done. It was clear that a lot of time was taken to perform the necessary research to write an effective report. I was very impressed by the number of statistics you included, since they made the report seem more professional. Please email me at curtis.fox@alumni.ubc.ca if you have any further questions.