**To**: Dylan Flach, ENGL 301 Student

**From**: Kashish Garg, ENGL 301 Student

**Peer Review** / [Formal Report Proposal](https://blogs.ubc.ca/engl301-99c-2021wc/2022/02/15/formal-report-proposal-feasibility-analysis-of-the-implementation-of-a-diversified-menu-at-lynn-valley-care-centre/)

Thank you for posting your formal report proposal for lesson 2:1; it was interesting and informative to read. Please see the review of the proposal below with comments and suggestions for improvement.

**First Impressions**

This looks like a detailed and well-thought-out proposal that addresses an important real-world problem.

**Organization**

* The bolded subheadings and proper paragraph spacing makes the proposal well-structured and easy to read.
* The contents of the proposal are correctly ordered as per the textbook example.
* The acronym for ‘Long-Term Care’ is appropriately introduced and used, as the term is used often in the proposal, and choosing acronyms more selectively will improve conciseness.
	+ For example, using an acronym for ‘Nutrition Care Plans’ is not necessary as it is only used twice in the proposal.

**Expression**

* Consistent professional tone
* The use of a reference in the introduction to support your claims was excellent.
* Including a parenthetical definition for the term ‘food security’ would improve understanding as it is used throughout the proposal.
* Some words and phrases can use simpler and more familiar language with fewer syllables. For example:
	+ “Subsequently” can be changed to “Then”
	+ “crave amendments to their current dietary programming” can be rewritten as “seek changes to their current menu design”
* Some wordy phrases with negative expressions can be made more concise with positive expressions. For example:
	+ “of which they do not enjoy” can be rewritten as “they dislike”
	+ “do not take into consideration” can be rewritten as “fail to consider” (this would also replace the nominalization ‘consideration’ to its clear verb form ‘consider’, making the sentence easier to read)
* Some wordy phrases include needless prefaces that can be removed. For example:
	+ “Food is not only just a means of sustenance, rather it is” (**12 words**) can be rewritten as “Furthermore, food is” (**3 words**)
	+ “In addition to the inclusion of individual food preferences, the menu is in need of revitalization with culturally diverse and locally sourced food items” (**24 words**) can be rewritten as “Moreover, including culturally diverse and locally sourced food would revitalize the menu” (**12 words**) (this would also replace the nominalization ‘revitalization’ to its clear verb form ‘revitalize’)

**Content**

* The introduction is detailed and does an excellent job at providing a background on the topic and on the cause of the problem.
* The audience description is appropriately chosen; the audience has the authority to act on the proposal’s recommendations.
* The statement of problem and proposed solution are both clear, concise, and relate back to what was discussed in the introduction.
* The scope includes four distinct and well-formed areas of inquiry that are highly relevant to chosen report topic.
	+ To expand on your first area of inquiry, it would be interesting to ask how satisfied clients are with the current design menu.
* The methods are clear, varied with real-world and online research, and allows for the areas of inquiry to be explored in depth.
* The qualifications section relates the proposal topic to the individual’s academic and workplace experiences, showing that they are highly qualified.
* The conclusion is well-written and concisely summarizes the major aspects of the proposal

**Grammar and Typos**

There are a small number of minor errors:

* “To assess the feasibility of implementing a revised menu at Lynn Valley Care Centre that takes into account client preferences, cultural diversity and locally sourced ingredients. I plan to pursue four areas of inquiry.”
	+ A comma should be included after ‘diversity’ and the period after ‘ingredients’ should be replaced with a comma.
* To follow correct APA formatting, the journal title (EU Agrarian Law) and volume number (10) of the reference should be italicized.

**Concluding Comments**

Your proposal is well-organized, informative, interesting to read, and explores an important problem, thank you. This will be a useful and exceptional proposal with the following edits:

* Selectivity with the use of acronyms
* Adding parenthetical definitions for technical terms to improve understanding
* Using simpler language with fewer syllables to improve readability
* Replacing phrases with negative expressions to phrases with positive expressions as mentioned
* Removing wordy phrases with needless prefaces to improve conciseness
* Proofreading for minor grammatical errors

Thank you and please feel free to ask any questions, it has been a pleasure reviewing this work. Enjoy.

Best,

Kashish Garg