

To: Joshua MacDonald
From: Eric Hsu
Date: February 1, 2017
Subject: Review of your Three Definition Assignment

Hello Joshua,

I have reviewed your three definition assignment on defining the term “cache.” Upon my review, I would like to offer the following feedback on your assignment:

Point of view

I have noticed that you have written in the first person perspective throughout the assignment. Writing in the first perspective in this type of assignment changes the tone of the writing and makes it sound less professional. Avoid using terms such as “me.”

Organization

Your writing had very good flow and smooth transitions between ideas. You did a very good job of presenting the definition without the usage of technical jargons. Since the objective assignment is to clearly define a term using different strategies, I would suggest using titles to separate each strategy and expand even further with the definition for further clarity.

Purpose/audience

From the very beginning, you established your target audience and the situation in which you would be asked to define the term. In the second sentence, you mentioned “word cache.” Without the use of commas, italics or quotation marks, the sentence states you are defining the term of “word cache.” I also suggest using a different term instead of “non-technical people.” I could not ascertain who exactly you are referring to as “non-technical” people.

Clarity

Your writing fulfilled the purpose of the assignment as I was able to understand the definition of “cache” from your assignment. However, I suggest elaborating further in your *expanded definition*. As I mentioned earlier, more information on each of the strategies may help the reader’s understanding. You can potentially include an explanation about how a computer decide which data is stored in the cache and how are they replaced by a new “frequent data.” You can also compare a *register* and a cache due to their similar functionality.

Visual

I recommend having more spacing between your points to visually separate each section. This allows the reader to read your assignment more comfortably instead of being presented with a continuous flow of text. It also gives the reader a chance to stop and reflect on the information before moving onto the next point. Additionally, adding more images or diagrams throughout your writing will help engage a reader’s interest.

Overall Impression

Overall, your assignment was well written. I have noticed some incomplete and run-on sentences. I highly recommend reading your writing aloud to help proof-read your assignment.