To: Luke Jang

From: Hangwei Bao

Date: June 9, 2020

Subject: Review of Your Assignment 1.3 Technical Term Explanation

Thank you for submitting the “ Definition Assignment”. It was an informative and enjoyable read. You have done a great job offering the explanations of the technical term “ Kiln”, the draft is off to a good start. Strengths of the assignment include proper citation, detailed and concise resume, as well as a professional tone throughout. In order to improve your final drat, the following suggestions might be helpful.

First Impression:

The document meets the requirement of the assignment; the core elements of the assignment are presented. Adding more details to the” expanded definition section” can improve the Revised Definition Assignment.

Organization：

* Improving the format of the assignment would improve the readability.For example, highlighting the subheadings.

Content :

Parenthetical Definition: The parenthetical definition looks like a sentence definition. Please refer to page 406 of Technical Communication 14th Edition again. The parenthetical definition is embedded in the sentence definition.

Sentence Definition : The sentence definition is very clear and concise, well done!

Expanded Definition: The expanded definition section offered an analysis of kiln dryers parts, and included a very clear visual illustration.

In order to improve the final draft:

* Using active voice more; passive voice was found in a number of places.
* Highlighting subheadings could improve readability

Grammar/typos:

\* Considering change this sentence:

“lumber is stacked with thin wood strips between each level of lumber ‘for sufficient air circulation’ (Morgan). Then, they are put into the kiln dryer.”

* Watch out for dangling modifier
* I hope my recommendations are helpful as you complete this assignment. Your draft is well on the way, offering clear definitions of the term “kiln”. Please let me know if you have any questions. Thank you.