To: Jacob Bauer

From: Ilanna Barkusky

Subject: Review of Your Formal Report Proposal

I have read through your formal report proposal evaluating the proposed Garibaldi at Squamish ski resort. As a local skier the questions and issues you are raising definitely spark my interest.

Your qualifications and experience are reflected well within the proposal and add to the overall quality. The knowledge you already possess before even beginning your research adds to the legitimacy of your assessment. Here are some points in each section to keep in mind in order to make your proposal as strong and convincing as possible.

**Introduction:**

Your introduction is strong and provides a good background on the project. This section is a little bit lengthier than others within the report. As a result, it could be condensed slightly in order to focus on strengthening other sections of the proposal. The information about The Rat Pack may not be necessary as it isn’t a known fact. Additionally, the sentence “if they did, they too quickly backed out of it” does not flow all that well, you could consider revising it to “while this remains unproven, if this was the case they backed out of it shortly thereafter.”

**Statement of Problem:**

The problems that you mentioned regarding the proposed resort’s elevation and steepness are both important concerns. You end this section authoritatively asking various questions and mentioning the cost of the resort. This might fit better to begin the paragraph as you outline the issues at hand very nicely. It might fit better in terms of organization to mention these concerns first, and then discuss the history of snowfall in the area. The arguments put forward by the RMOW and Whistler Blackcomb are important but should follow a strong opening statement.

**Proposed Solution:**

Your plan to evaluate Garibaldi at Squamish based on the points you mentioned seems wise. It would be beneficial to conclude by summarizing how these points will aid in preparing a proposed solution. For example, “gathering data on these questions will help me put together a proposal that will be able to determine the feasibility of this ski resort”. This will help this section appear more important in terms of the overall proposal.

**Methods:**

Your qualifications for this research are evident within this section. Minor tweaks will allow this area of the report to read better, for example changing “down town” to “downtown”. Additionally, I think it might be important to clarify and elaborate the element of the survey that will address “local knowledge of the area”, as this encompasses many different kinds of questions.

**Qualifications:**

You have listed an extensive list of qualifications, all of which justify your own position to conduct this research. You have highlighted certain experiences that will allow you to do a thorough job.

**Conclusion:**

You have ended your proposal strongly, but I feel as though you can go further. You’ve outlined some great points throughout the report therefore you shouldn’t undersell the importance of this kind of research. Changing “my research may be of some assistance” to “my research will clarify many unanswered questions” would be a good way to do this. This ends your report more confidently and authoritatively.

Overall, you have raised some very important concerns that are vital to the success of this project. You have outlined your qualifications, all of which make you an excellent candidate. Making some minor adjustments will allow this report to serve its purpose very nicely!