

TO: Bobby Dhaliwal, A Writing Team
FROM: James Ou, A Writing Team
DATE: Oct 13, 2017
SUBJECT: Peer Review of Writing with “You” Attitude Assignment

Thank you for writing this memo for Evan Crisp. It provides many useful tips for writing professional e-mails. Please find some suggestions below which could be helpful for you.

Organization: Your memo is well-organized. The introduction outlines the purpose of your memo, and the conclusion indicates the reasons. The use of point form in the body efficiently lists all the recommended practices.

Tone: Overall I think your memo is positive and helpful. However, removing imperatives could further improve the overall tone. I suggest adding ‘ing’ to the verbs that start a sentence. For example: “Emphasize” can be “Emphasizing”. By doing this, the sentence becomes advice instead of a command.

Content: I enjoy reading your list of best practices. It’s helpful for anyone who tries to write professional emails.

I don’t notice any grammatical errors. In conclusion, your memo is very well written. It gives Evan Crisp some useful advice for writing professional emails. I hope my suggestion is helpful. Please feel free to contact me if you have any questions.

Link to Bobby’s memo: <https://engl301.arts.ubc.ca/2017/11/10/lesson-31-writing-with-you-attitude/>