

ENGL 301 Formal Report Draft Peer Review Form

Date: March 24, 2017
Peer Reviewer: Jennifer Luu
Author: Sara Nussle
Formal Report Title: Implementing An AMS Run Performance Theatre at UBC

Dear Sara,

Thank you for submitting your formal report draft, *Implementing An AMS Run Performance Theatre at UBC* for peer review. You will find my feedback and suggestions in the categories below. I hope you find my input helpful in your revisions.

Initial Impressions

At a first glance, your report looked very professional. Having a well-labeled table of contents gave me an impression of professionalism and an index for the report. Additionally, the report was logically consistent, working from problem to proposed solutions. Your draft is a good starting point for your final report, well done!

Content

Your needs assessment and graphics were the most informative. Given that your intended reader is likely unfamiliar with dancers'-specific needs, I found your assessment insightful. By explaining the risk of injury and audience satisfaction, it shows the necessity of an adequate performance space. The use of pie charts helps further illustrate the necessity. Your report also defined key terms early, making the reader's task more efficient.

Additionally, your report logically states and analyzes the problem of inadequate performance space in the AMS Nest. An example of this is your interview with the UBC Ballet Club executive, where you asked questions such as "Do you think the AMS provides adequate performance space. If yes, how? If not, why?". These questions leave no ambiguity, easing reader comprehension in your later analysis.

Your report presented clear and feasible solutions, including the establishment of a new performance theatre. While this idea is feasible, I am unsure if it is cost-effective. If it is, I would recommend stating it in the proposed solution (section 3). If not, I would recommend adding that a future cost analysis be done. A potential example would be "... prioritizing their performances while also acting as a rental space to the public. **A future report will address the cost-effectiveness of building a performance theatre.**"

While your survey questions (section 2.1.1) are important, the reader will likely want the most relevant information. I would suggest showing the most relevant questions in your quantitative and qualitative analyses. As an example, I would retain "h) If there are any, what are the issues that your club has faced due to a lack of an AMS-run performance theatre?" and remove "What

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AMS club are you a part of?”. This makes information easier to access for your reader. For your full question list, it can be placed in the Appendix for further reading.

Organization

Your report is well-organized, with clear headings and subheadings to guide the reader. I generally had no difficulty following each section. However, I found it hard to access the scope of your report, which were the research foci. Having them present in your scope section (section 1.3) would provide a clear idea of the areas your report will address. An example would be: “This report addresses the following: 1) Whether UBC performance clubs desire a performance theatre? 2) How has an inadequate performance space impacted performance clubs? What are current actions taken to deal with inadequate performance space? “.

Style

Your style was generally professional and objective, setting a serious tone for the report without sounding accusatory. While your introduction emphasized the problem with a ‘you’ attitude, it could be more engaging. Rather than use “The AMS has over 300 clubs, ... difficulty accessing a theatre space at UBC”, I recommend writing “The numerous clubs at UBC are having difficulty accessing adequate theatre space”. This makes the introduction more engaging to your reader.

While your report was detailed, I found that the writing could be lengthy. I would recommend eliminating unnecessary words to make sentences clearer and more compact. The reader will appreciate your succinctness and attention to their limited time.

Design

While your charts were informative, I was confused with some stated information. One example is the “units sold” section, which seems out of place. I believe this meant to indicate the number of participants, but changing the header would clarify any confusion for the reader. Additionally, I would recommend changing the font and size of your charts to be consistent in your overall report.

Conclusion

Overall, your draft was well-written! There are a couple things that can improve your overall report, as mentioned above. I enjoyed reading your informative report and hope my suggestions will help future revisions. If you have any questions, do not hesitate to contact me.