TO: Timothy Goh

FROM: Jodie Ng

DATE: February 3, 2016

SUBJECT: Review of your Formal Report Proposal

I have reviewed your formal report proposal on determining the feasibility of implementing hand dryers in UBC washrooms. It was a pleasure to read your work. You have done a great job of clearly articulating the issue and proposing probable solutions. I would like to offer you the following suggestions:

Initial impression:

In your introduction, you did a great job highlighting the importance of properly drying hands to prevent spreading of pathogens. You also clearly pinpointed the immediate problem (over-use of paper towels) and provided multiple reasons against the continual use of paper towels and the various benefits for switching to hand dryers. However, I notice that there a few sentences with awkward phrasing. For example, you wrote: "The easiest part of this solution is that the technology of making a good hand dryer is already there, and it is up to us to utilize it." To improve the sentence, you might want to consider rephrasing it to the following: "Currently, technological advancements have created efficient and effective hand dryers that are available for purchase. The simplest solution is to replace paper towels with those hand dryers."

Organization

You have done a good job organizing your thoughts and providing information to your readers in a logical and comprehensive order. You did an excellent job at arranging your ideas logically, which makes it easier for your readers to follow. The way you bolded the subheadings also made it easier for readers to navigate through your report.

Content

You wrote a very persuasive report on the benefits of shifting to hand dryers. As mentioned, you have provided a compelling list of reasons against the continual use of paper towels and the benefits for switching to hand dryers. Additionally, your five areas of inquiry are very appropriate in allowing you to explore the feasibility of replacing paper towels with hand dryers.

Changes

There were some minor errors, such as your tendency to forget the "s" for plurals. For example: "What is the cost to operate a hand dryer and paper towels respectively?; How effective in terms of cleanliness is drying of hands by a hand dryer compared to paper towels?; I have been utilizing both hand dryers and paper towels..." There were also some minor mistakes with your punctuation, specifically the absence of commas after dependent clauses or nonessential phrases.

I would also suggest changing the following: "The importance of washing hands is obvious; the benefits may be easily undone if we do not dry them properly. Paper towels have been overwhelmingly chosen as the preferred choice in most UBC’s washroom, as is evident from the lack of hand dryers" to "Hand washing is obviously important. However, the benefits of hand drying can be easily undone if not done properly. In most UBC washrooms, paper towels are the preferred choice. This may be because of the lack of hand dryers." This improves the overall flow of the sentences.

Overall

Overall, your proposal is well written and show your strong writing capabilities. I hope that my recommendations will help further enhance your definition. Please let me know if you have any questions.