

To : Michael Aaron Robinson

From : Lani Diana

Date : 13 July 2017

Subject : Peer Review for Formal Report Draft

Hello Michael,

Thank you for submitting the draft, you're now halfway through to completing your formal report. As always, it has been a pleasure to read your work. Your report explores a very intriguing topic: "Incentives for Participation in UBC International Exchange Program", and I am eager to learn more about it! Below is a list of feedback that hopefully you will find useful:

### **Content:**

Overall, your draft is very promising and it's on track with the topic you are assessing, which is recommendation to improve the incentives for participation in UBC International Exchange Program. The interpretation of the data from your survey is very informative and very easy to understand. The content is also very well-structured: from introducing the issue, suggesting several solutions, analysing which solution works the best, and writing several recommendations based on the survey's result. There are only a few issues that might need some revision, which have been listed as follow:

- Personally, I find the first sentence in the introduction a bit awkward, as it has similar connotation with the second sentence. You can either omit the first sentence, or combine it with the second sentence to affirm your point.
- You can also combine your third and fourth recommendation to affirm your point of why shortening the advance application time is necessary.
- If possible, please provide some data on the general allocations of international students' tuition to support your fifth recommendation.
- Providing an abstract before the introduction
- Providing limitations (if there are any) in your introduction

### **Organization:**

- ***Header and Sub header***

The header and sub header have been named properly, which helps clarifying the content of the report. The only concern is the header and sub header format. Header should have bigger/similar font size compared to the sub header, and the level 2 header (or the first sub header) should be written in uppercase and lowercase headings. For example, in your "Data" section, "Data" should be bigger/similar in size than its sub headers (Interest in Completing a(n) Transfer Program, Admin/Sentiment of/to Current Go Global Program, Feelings Towards Tuition Subsidies). The guideline to APA Headings and Seriation guideline is as follows:

- Format for level 1 header: centered, bold, uppercase and lowercase headings
- Format for level 2 header: left aligned, bold, uppercase and lowercase headings
- Format for level 3 header: indented, boldface, lowercase heading with a period

Example:

## **Data**

### **1. Interest in Completing a(n) Transfer Program**

#### **Current uni students.**

- ***Connection***

The parts of the report are connected properly. Good job!

#### **Style:**

For the most part, the tone used in the report is objective and reflects YOU-attitude. The data are interpreted without any bias and the recommendations are based on the result from the survey. There is no indication of 'I' or 'we' in your introduction and purpose of study; it is clearly focusing on the reader's benefit. You can improve your style by avoiding imperatives such as "Find" or "Allocate" on your recommendation as they may sound a bit commanding. Other than that, you've excelled the style for formal report writing. Well done!

#### **Design:**

- ***General***

The overall layout of the report looks good. It's been spaced properly so the report doesn't tire out readers' eyes and the header and sub header have been highlighted properly. On the other hand, the font size in the data section on page 5 is inconsistent. Initially you use font size 14, and then change it to 12.

- ***Cover***

The title of cover is properly spaced and aligned. Further improvement can also be made by following these suggestions:

- Using larger font for the report title.
- Adding the word: "Draft" under your report title to let readers know that it's not your final version of formal report.
- Adding the intended reader/audience's name and title.
- Adding your title below your name.
- Adding report date at the bottom of the cover page.

- ***Table of Content***

Personally, I find the format of the table of content a bit inefficient. While it looks aesthetically pleasing on the eyes, it is not a good layout to use for formal report since you can't put a lot of details of your report's contents.

In addition, the titles of each section in your current table of content are a bit different from the titles on the actual report. For example, in the table of content you write "analysis/integration of data", while on page 5, you write "data" as the header.

- ***Data Graphs/Tables***

Adding a graph/chart to your data section will help readers understand the interpretation of the survey.

- ***Page Number***

Your draft's pages are not correctly labeled: all the pages are labelled as "1".

All in all, you've done a great job with your draft and you're on a good track to finalizing your formal report. If you have any questions or concern, please do not hesitate to contact me.

Best regards,

Lani