To: Christina Hruby, *Scribe* Writing Team Member

From: Max Foran, *Scribe* Writing Team Member

Date: July 23, 2020

Subject: Peer Review for Evan Crisp Memo

**First Impressions:**

At first glance, the document is clear, easy to read, and well-structured. The advice given is useful and provides specific examples where the writer can improve.

**Organization:**

* The document is well-organized with bullet points.
* Each bullet point contains a unique point with a clear explanation.
* A brief introduction discussing some of the reasons for the memo might serve well to “set the stage”.

**Writing Style & Expression:**

* Strong use of the “YOU-attitude”
* The language is professional yet friendly. There are no condescending remarks.
* An elaboration on the merits for each bullet point might improve the credibility. For example, “focusing on the reader is a good writing technique *because…”*.

**Grammar & Spelling**

* There are no grammar or spelling mistakes.

**Concluding Comments:**

This is a strong memo for Evan Crisp. It is clear and to the point. A minor addition of detail for each point could be helpful for the reader. Nevertheless, well done.