

ENGL 301 – 2:1 Meredith’s Peer Review of Gurjyot’s Formal Report Proposal

TO: Gurjyot Nirh, Absolutely Write Righters Team Member

FROM: Meredith Gillespie, Absolutely Write Righters Team Member

DATE: October 12th 2017

SUBJECT: A Peer Review of your Formal Report Proposal

Well done, Gurjyot, on an extremely well-written proposal! It is well-organized, provides detailed content, and your scope and methods are clearly defined. I would like to propose the following improvements to your work.

Audience and Purpose Considerations: The purpose of your project is evident through the background information you provided. You explained that your project is timely given the recent growth of Gurdwaras across the city. Your report’s audience is less clearly defined. It is mentioned as ‘the board’ in the first sentence of the third paragraph. As John Lannon and Laura Gurak note in our textbook, background information about the audience, or reader, is crucial. The authors also suggest answering the following question: “How will my solution benefit the reader?”. Explaining details about the reader and how they will gain from your project would improve your proposal.

Content: Not only does your proposal fulfil the assignment requirements, it exceeds them! You provide many details about what your methods of data collection will be, and how you are personally qualified to write this report. You certainly seem to be the right person for the job! There is one spelling mistake in the third sentence of the fifth paragraph. You wrote “form” rather than “from”. There are also certain errors of expression. For example, in the phrase “ranging from youths of impressionable ages and their parents”, “to” would be a better word than “and” because you used the word “ranging”. You have a remarkable vocabulary and otherwise excellent spelling, so proofreading your work before publishing should solve these errors.

Style: The confident tone you use while writing is admirable. A few other suggestions for your writing style are as follows:

- The proposal is not very readable because the sentences are too long. This makes it harder for the reader to understand the main point you wish to convey. A simple solution is to replace the word ‘and’ with a full stop when you use it to introduce a third or fourth clause.
- Your vocabulary is certainly impressive. As Lannon and Gurak warn, however, be wary of using adjectives that are not crucial to the reader’s understanding of the sentence. In the first paragraph of the third sentence, for example, the word “youth” is not necessary in front of “enrollment” as this detail is already known.
- There is a heavy use of the present perfect tense in your proposal. For example, “Sikh families have settled” and “camps have been running” (first paragraph, first and fourth sentences). Using the present indicative tense will make your tone more straight and to the point.

Organization: Your proposal has a clear introduction and body. However, there is no heading for your conclusion. Since all the other sections have headings, this was confusing. The introduction was also much longer than your conclusion. Making your introduction more succinct through improvements to your style would solve this issue. Your paragraphs are also generally long. Bullet points are an excellent strategy to improve your page design and enhance readability.

Overall, I have a firm understanding of your project after reading your proposal. You have achieved what you set out to do! In short, better articulating your audience and purpose, removing unnecessary words, and shortening your paragraphs will result in a perfect proposal!