To:             Helen Seto, English 301 Student

From:         Noelle Hsieh, English 301 Student <mary272931@hotmail.com> (NH)

Date:          March 14, 2016

Subject:     Formal Report Draft Peer Review

**Initial Impression**

You have done a great job laying out your draft. Everything is organized with headings so it is easy for the reader to understand. You have covered everything that is needed in a draft. I am impressed with how you already have your cover letter and appendix! Really well done!

**Content**

You started a deep discussion around your topic. You have given a significant amount of information to let the reader understand the problem and the background of the problem. You have also given a solution that helps in resolving the problem. Your data collection looks great! I can tell that you are still waiting for more participants to do the survey so that you have a greater amount of data to interpret the findings better. However, I suggest having a deeper discussion in your interpretation section. For example, you can explain how your secondary research support or disagree with your proposed solution and why. Having a deeper discussion in your interpretation section will support your hypothesis better! I also noticed that you have not added visual aids yet. You are probably still organizing your data so that is okay! Visual aids are great in terms of helping the reader to understand your data, so it will be a bonus if you add some!

**Organization**

You have organized your draft well. You put headings and subheadings appropriately, which makes the paper clear and concise. However, I suggest putting numbers in front of your headings and subheadings, so the reader can refer to the content that is relevant in the section. For example, you may add a 1 in front of your Introduction section and a 1.1 in front of your Background Information section and so on.

**Style**

Your writing style is great! I found a few minor grammar errors in your writing but overall you did a great job! You also double-spaced your draft, which made the draft easy to read for the reader.

**Final Comments**

You have done a great job putting together your draft with decent organization and style. You also gave the reader a great amount of content in each section so the reader can understand the issue and the solution better. It would be great to add some visual aids to make your report more colourful. I hope my suggestions help you in improving your writing. Please let me know if you have any question!