

To: Yingying Wu, Hello World Team Member
From: Pedraum Safarzadeh, Hello World Team Member P.S.
Date: March 26, 2018
Subject: Peer Review of Formal Report Draft

Thank you for posting your formal report draft, "Casual and Feasibility Analysis of Expanding and Enriching the BCS Study Room" on the English 301 team forum! Your draft is very well written and provides plenty of information and strong analysis for expanding and improving the BCS Study Room. Please review my comments below regarding on the content, organization, writing style, and design of the draft.

Content

- In the introduction, removing the first two sentences will help with avoiding information that the reader, Steve Wolfman, already knows — instead, mentioning a few positives about the BCS room and then transitioning into the problems will greatly improve the reading flow
- Introduction clearly summarizes the report with important issues and solutions along with methods used in the investigation
- Great use of bullet points when stating the direct solutions in the introduction — very concise
- Excellent subheadings used in the data section with clear and convincing survey results — these subheadings are very effective in the analysis of expanding and enriching the BCS Study Room
- Very concise conclusion clearly stating the benefits of having a larger study room in bullet points
- The statement in the Interpretation of Findings section regarding students helping with the funding of the project is a great way of convincing the reader to proceed with the project as soon as possible

Organization

- Great use of headings and subheadings which follow the table of contents accurately allowing readers to easily find the section they are looking for
- Breaking up the introduction section into several subheadings (for example: Scope of Inquiry, Methods of Research, Purpose of Study) will improve the clarity of the introduction

Writing Style

- Proofreading for the word "it" will greatly improve clarity of sentences. For example, the first two sentences under Data Section → Expanding the BCS Study Room → The demand, can be combined and changed from "The room is very small in size. One can imagine how crowded it gets during school days." to "The room is very small in size and can get very crowded on school days."

- Very clear that the report is written for the reader with excellent use of the “You attitude”, especially in the introduction and conclusion
- No grammar or spelling errors throughout the report — excellent job!

Design

- Great job double spacing as readers are able to better read the report
- Excellent use of visuals and bar graphs which are labelled and easy to comprehend
- Rearranging the line breaks in the table of contents so that all the page numbers are on the same line as the section title will improve readability. For example, “Data Section” and the page number 2 should be in the same line.
- Moving the date from the table of contents page to the cover page to improve consistency in the table of contents

Overall this draft is very well written and provides the reader with an underlying problem that need to be addressed with excellent solutions and recommendations. I will briefly point out my suggestions below to further improve this excellent first draft:

- Avoiding the use of information that is already known to the reader
- Adding subheadings in the introduction section
- Rephrasing sentences containing the word “it”
- Fixing the line breaks in the Table of Contents

Please contact me through email at pspedraum@hotmail.com if you have any questions or concerns.