To: Travis Gritter

From: Richard Bryant

Date: February 10th 2017

Subject: Peer Review of your Formal Report Proposal for ENGL 301 – Assignment 2:1

**Peer Review Introduction**

The layout, titles, and subheadings over the entire proposal are all clear, appropriate, and in an order, that makes sense. Overall the writers style is very clear and I believe shares the appropriate amount of information, while still being appropriately detailed. The definition assignment requirements are clear across all sections, which I think is the most important part of the report proposal

**Critique of each Report Section**

**Introduction**

The purpose of the formal report and pertinent background information is clear and promptly communicated. Audience is accurate and the reader has been given the necessary information to understand the problem definition. Although, there are insufficient examples of problem causes. I believe that improvement is needed here, because more emphasis on problem causes would help the reader understand how the problem is related to the background information and it will encourage them to accept the problem, and therefore agree to its importance of the proposed solution.

**Statement of Problem**

Problem is defined promptly, although the problem is stated twice and altered slightly here; “University Debate seeks to promote diversity and equity throughout its organization”, and “Debating Society hopes to celebrate and improve the prominence of women throughout the debating society”. It occurs to me, that the second description is the correct one because “the prominence of women” is clearly defined which matches the background in the introduction. This is the only place that caused any confusion, otherwise the audience and purpose are accurate because the necessary bottom line information has been illustrated and the reader is able to understand what the writer intends to solve.

**Proposed Solution**

The bottom line of the proposed solution is communicated immediately which gives the reader a clear focus and direction that the writer wants to solve the problem in. A couple grammatical errors in this section are: “travelling Vancouver to participate”, should be changed to “travelling to Vancouver to participate”. “In order to compete a debate must identify as a woman”, I believe should be changed to, “In order to compete a debater must identify as a woman”.

**Scope**

Active voice is used here and is appropriate. I believe the focus areas the writer wants to investigate and solve are appropriate and give the formal report a wide range in which to solve the problem effectively.

**Methods**

The primary research sources used are reliable and clear, apparent in: “I will interview and observe the various participants at this tournament. I will also be interviewing many of the individuals involved in planning and organizing this event. I will also be observing the online communication that participants across North America will be making about this event”. I think the reader could benefit from more detail in the specifics of the interviews and online information that the writer will gather, such as number of participants, time frame, and sources. I do not think this is mandatory to the readers understanding, but it could negate possible misunderstanding later in the report.

**My Qualifications**

The qualification description is appropriate, sufficient, and well organized. Improvement is not needed in this section.

**Conclusion**

As the reader, the importance of the definition assignment requirements is communicated clearly, although I do not feel that the reader has been “encouraged” to accept the point of view of the writer. I believe an active voice used in this section would help convey acceptance of the reader. “Increase the prominence of women in debating is an important issue for debate. Not only for the debate society, but also for the increased communication skills that debaters take into their career.” I believe could be changed to; “To increase the prominence of women in debating, is an important issue for debate, not only for the debate society, but also for the increased communication skills that debaters take into their career”, in order to make more sense.

**Peer Review Conclusion**

The writer understands how to be concise and detailed at the same time, communicating the bottom line quickly. The definition assignment requirements are met in all the sections of the report proposal. As well, the detail included in each section supplements the problem to be solved and the proposed solution, keeping the entire work relevant to the reader. The writer appears to be very passionate about the subject, at it shows across this report.