To: Travis Gritter ([travis.gritter@gmail.com](mailto:travis.gritter@gmail.com)), ENGL 301 Technical Writing Student

From: Richard Bryant

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Subject: Peer Review on Advice for Writing with a You Attitude

Clarity

In the introduction, a passive voice is used in, “you will find some feedback in regards as to why”. The above sentence is lengthy as well and could be changed to, “you will find some feedback that explains why a response was not given”. A passive voice is also mistakenly used here, “By employing these strategies to rewrite your email, Professor Lambert will be much more likely to respond to your email”. This sentence starts out in a passive voice instead of an active one, “As this email is not a casual tone,”. Very to the point and practical advice that Eric can use immediately. Could use a broader variety of advice that includes elements in fluency and conciseness. “Empathize with your reader” section provides the correct amount of information for the reader to action, additionally, this advise that was given to Eric allows him to give the right information, in this case it is the medium for a response that should be changed.

Conciseness

There aren’t any suggestions given on use and degree of conciseness in the writers’ work. The following sentence is redundant and repeats the first sentence somewhat, “Instead make sure your motivations are ones such that your professor would want to help you”. This sentence could be combined with the first sentence to form, “Make sure you have solid reasons as to why you want to get into the class so that your professor is likely better inclined to help you”. The following sentences are guilty of illustrating weak verbs and examples of strong verb replacements are given. “You do not want to”, can be rewritten as, “you would rather not”. “Is not a good reason to not take that class”, can be rewritten as, “is an insufficient reason to neglect the class”. “Instead make sure your word choice”, can be rewritten as, “instead use proper word choice”. The sentence that was revised above, “Is not a good reason to not take that class”, also exhibits negativity that I have already altered positively. Unnecessary qualifiers such as “that”, should be eliminated from the following sentences. “Understand that”, should be taken out of the sentence completely and rewritten as, “Your professor is probably”. “A good reason to not take that class”, has already been revised above. “Your motivations are ones such that your professor’, has also been revised above.

Fluency

There aren’t any suggestions given on use and degree of fluency in the writers’ work. All related ideas are combined to create a fluent document where the reader is not forced to read and interpret more information than what is needed. Appropriate sentence structure and length is used by the writer. There aren’t any sentences that should be shortened to amplify emphasis; the document already exudes clarity and conciseness.

Word Choice

“Use proper formatting”, and “Improve your motivations” sections, both fall under advice for proper word choice. “I” is used in the following section of the writers’ work; “myself”, “my goal”, and “I wish you luck in enrolling in the class and I hope for the best”. The writer is very factual, giving the document proper paragraph length and structure. There aren’t any cases of jargon or ambiguous language used throughout the document. There aren’t any expressions in this work that violate using neutral expressions.

Tone

Tone is addressed in the “use a professional tone” section. The writer addresses readers directly as can be seen in these cases; “your professor”, “as to why you want to get into the class”, “you should make sure to use professional language”, and “make sure you use proper formatting”, to name a few examples.

The writer is sensitive to cultural differences by excluding any information or advice that could cause harm or offense. Word choice is kept within ethical and legal limitations throughout the writers’ work as well. An entirely semiformal tone is used and is appropriate for the audience of this document. Lastly, the writer uses a consistent tone and formality throughout the entire work.

Style and Grammar

The following are grammar errors in the writers’ work; “to enrol in”, “8:00am”, “future corresponds”, and “to response”. These two headings were left un-bolded, “Use a professional tone”, and “Use proper formatting”.

Conclusion

The writer has minimal issues in fluency, word choice, and tone. Alternatively, conciseness and clarity could be improved upon more effectively. The entire document has a great flow for the reader; additionally, it is very clear, direct to the audience, and factual.