Business peer review

Business

Business peer review Project 5 Peer Review Sheet Please answer the following questions when reviewing your peers' work, and post your completed review to the Final Report Workshop discussion forum. Before posting, save your file using the format SmithrevJones. doc, substituting your own last name for Smith and the name of the peer you're reviewing for Jones.

Name of student whose work you're reviewing: Michael Connolly

Can the reader quickly see the general scope and arrangement of the material covered?

Yes

Can particular parts be found quickly and easily?

Yes, the effective segmentation of the work helps guide audiences

Does the introduction of the draft contain an explicit purpose statement?

Does the introduction clearly describe the context in which the report is being written? Say what you like about it and/or suggest improvements.

He introduces his audiences to the report appropriately. The existence of an exhaustive executive summary makes the introduction relevant thus enhancing the quality of the report.

Are segments clearly arranged so that the reader can find information quickly and easily? Give examples.

He arranges his segments in the form of chapters and provides a clear table of content to guide his audiences to the various sections of the report. The labeling is clear and the table of content is functional. This improves the quality of the report.

How well does the draft define the problem that motivated the report? Is it clear why the problem is significant to the intended audience? Say what you

like about it and/or suggest improvements.

The author attempts to justify the study. He provides an appropriate background information about the problem. This way, he succeeds in explaining the relevance of the report by outlining the nature of the problem.

Do the author's recommendations seem to follow from the information he or she has presented? Are the recommendations based on sound reasoning, and are they clearly written with the intended audience in mind?

The recommendations are consistent with his research findings. They strive to resolve the problem he alludes to in the first paragraphs. This way, he maintains coherence to the topical issue and the problem he introduced in the first paragraph.

Is the style clear and concise? Are there grammatical, spelling, or punctuation problems? You may want to comment on any possible problems right on the draft.

The writing style is clear and concise thus making the report both cohesive and coherent. He uses simple yet descriptive language. This enhances the quality of the paper since it targets a wider audience.

Are references cited appropriately? Are they consistently handled? Are appendices clearly referenced in the text?

He uses the APA style of referencing appropriately. Besides the exhaustive in-text citation, he provides a list of references to show the materials he consulted during the research.

Other comments and suggestions

The report is effective. The author observes the basic report writing

guidelines thus succeeding in developing an appropriate report for his

research project.