

Peer Review: Recommendation Report

Author: _____ Date: _____

Reviewer: _____

Cover Memo**Circle & Make Comments**

Uses Proper Memo Format

Yes No Needs work

Introduction: Includes Name of Document

Yes No Needs work

Body: Includes Recommendation & Its Value

Yes No Needs work

Conclusion: Offers Next Steps, Values the Relationship

Yes No Needs work

Uses Proper Tone & Level of Formality

Yes No Needs work

Makes You Want to Read the Report

Yes No Needs work

Is Neat & Error-Free

Yes No Needs work

Peer Editing: Approach

The goal of a peer review is to work together to produce a more effective work document. Since the peer review usually takes place within an ongoing relationship, you need to work to preserve and strengthen the working relationship. Remember to respect the author's feelings and sense of ownership.

- Put your pencil down and read the entire document; then edit
- Don't use a red pencil
- Try for a face-to-face meeting
- Begin with a positive statement, if possible
- Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
- Do not feel obliged to offer solutions
- Use concrete language
- Offer examples from the author's text
- Use the peer editing worksheet to guide the conversation

Recommendation Report**Circle & Make Comments**

Has Correct Information on Cover Page	Yes	No	Needs work
Uses Intro to Describe Problem	Yes	No	Needs work
Addresses a Need of the Company/Org.	Yes	No	Needs work
Uses Body to Describe X and Y Options	Yes	No	Needs work
Offers Evidence to Support X and Y Options	Yes	No	Needs work
Includes 1 Example of Toulmin Logic	Yes	No	Needs work
Uses 2 Graphics to Explain Concepts	Yes	No	Needs work
Cites Sources at Appropriate Places	Yes	No	Needs work
Makes Recommendation in Conclusion	Yes	No	Needs work
Includes Next Steps/Call to Action	Yes	No	Needs work

The Need for Good Arguments

Because Recommendation Reports have bottom-line implications for the company or organization, coach your partner to include research that is sound and that his/her arguments are thorough. Their arguments should take into account both pros and cons, and should be both logical and practical.

The rationale behind Recommendation Reports may vary. Some impetuses include making a recommendation based on profitability, legal constraints, acting as a good corporate citizen, the plan fits well with current corporate practice, or another criterion.

Pay-back: Most companies and organizations rely on employees to identify current or future problems and/or opportunities, to then research these areas and, finally, to produce a report that recommends a course of action. Helping your partner produce an effective Recommendation Report is one way to improve the quality of your own report.

See draft for examples of the following

Includes a Header/Footer with Needed Information	Yes	No	Needs work
Uses Appropriate Level of Formality	Yes	No	Needs work
Is Neat & Error-free	Yes	No	Needs work
Convinces You that Suggested Option Is Correct	Yes	No	Needs work

Works Cited

Circle & Make Comments

Offers 4 Sources in Proper MLA Format	Yes	No	Needs work
Lists journal article about problem/opportunity	Yes	No	Needs work
Lists jrl article about pros/cons of recommendation	Yes	No	Needs work
Cites a credible website (.edu, .org., .edu)	Yes	No	Needs work
Is Neat & Error-Free	Yes	No	Needs work

Additional Comments:

[illegible]