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
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.
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<th>Criteria</th>
<th>Yes</th>
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