**Peer Review English 105i Unit 3 assignment (recommendations, cost analysis, sources)**

**Upload your drafts to Google Docs..**

 **Once you have done that, each person will go around and discuss what their trying to get across in the Recommendation Report and any issues or troubles that they may have encountered with their research and their writing.**

**As you go through the draft, make edits and marginal comments as you go, while keeping the bigger picture of the Recommendation Report in mind.**

**For each of the sections, consider the following sections and comment on them at the end of each section.**

* **Title page with table of contents** – Include title of the report, name(s) of the client, your name, and date of submission. (not included in page calculation)

 Do they have one?

* **Executive summary**– A brief description of the report, including a general analysis of the client’s needs and your proposed responses to those needs.
* **Body of Report**
	1. Introduction
	2. Methods
	3. Results
	4. Conclusions  – Include discussion of options and tell why and how you narrowed down the options to the following recommendations.
	5. Recommendation-Divide your recommendations under major headings if they address different business needs. Each recommendation should include 1) a description of the recommendation, including how it will help the client meet goals; 2) a rationale and explanation for the recommendation, including foreseeable benefits; and 3) an action plan describing the steps the client needs to take to implement the recommendation.
1. Is the recommendation specific?
2. is it persuasive?
3. does it offer a clear rationale for the recommendation including foreseeable benefits
4. does it clearly describe an action plan?
5. What could the writer do to improve this section (and “nothing, it’s fine” is not a very helpful answer). You can talk about style (is it audience centered?), tone (is it persuasive, too positive, too negative, too specific, not specific enough, etc.)
	1. Cost Analyses – An analysis and estimate of the cost factors involved, should the client decide to implement the recommendations. Visual representations are welcomed in this section.
* **List of Sources** – Provide a list of sources used in your report.
* **(*Optional)*Appendixes** – Include further instructions, samples, glossaries, illustrations, and diagrams.

Finally, what suggestions do you have for the writer going forward? How can they improve? List your TOP THREE SUGGESTIONS.