

Peer Review for Technical Report

Your name: _____ Your Peer's Name: _____

1. First, read your peer's report all the way through. Next, write below your understanding of your peer's project topic:

2. Second, please identify below your peer's method of primary research.

Next, read your peer's report again.

3. Describe your peer's organizational strategy for this report. Does your peer use headings in appropriate places through the report? Does he/she demonstrate awareness of the conventions of effective technical communication? Suggest improvements below. Be as general or specific as you feel necessary.

4. For your assignment, required elements were: title page, table of contents, list of tables or figures, and an abstract. Are these included in your peer's report? Comment on the quality of these elements.

5. Please suggest improvements for your peer's abstract.

6. Does your peer include at least six scholarly research sources? Does your peer cite from secondary sources throughout the report, with consistent citation used throughout? Are the secondary-source citations concentrated to one part of the project? Where? Any comments about this?

7. Please comment on your peer's inclusion of primary research. Do you feel your peer explained the rationale behind his/her primary research method effectively? Any comments for improving the inclusion of the primary research information?

8. Does your peer's paper come across as a focused document on a particular topic? Does your peer discuss WHY this topic matters?

9. Do you think your peer's report is attentive to audience? Suggest improvements below.

10. What do you find most confusing about your peer's report?

11. Please describe your peer's inclusion of graphics. Were they generated by your peer? If not, are they attributed? Are the graphics referenced in the body of the document?

12. Does your peer seem to have taken ample time to complete this draft? Does it seem rushed? Incomplete?

13. Please provide your peer with some general feedback on the introduction and conclusion of the report:

14. In the days remaining before conferences and the due-date, what are the top three issues that you recommend your peer address?

15. Does your peer incorporate the standards of “good technical communication,” which we’ve been studying all term, in this report? Explain your answer.

16. Finally, read through the report one last time and mark any grammatical, sentence-construction, or tone problems. Also, if your peer has problems with headings or white space, note these on the paper.