ENG108 Technical Writing

Appendix M: Recommendation Report Peer Review

Note: Instructor is open to alternative methods of learning, please contact the instructor for more information at [insert contact information].

# Frontloading:

Prior to arriving to class, students should have written down what they believe to be the qualities of an excellent recommendation report. These qualities will serve as the basis for their review of their classmates’ work.

# Face-to-Face Activity:

Students should assemble in their working groups.

Students should be given time to compare their answers to the question: “What are the most important qualities of an excellent recommendation report?”

Once students have had the opportunity to compare notes, they should combine these qualities into an assessment instrument they can use provide feedback.

Then, each group of students will be assigned a recommendation report to assess using their self-developed criteria.

**Optional:** Before moving into the review activity, a large group discussion can be conducted. This can be a great time to inventory genre expectations and the qualities of an excellent report.

# Online Activity:

In an online modality, the activity can be necessarily simplified.

In a threaded discussion, have each group post one draft of their document.

Instruct each student in the class to provide one unique piece of constructive feedback on each recommendation report, focusing on larger order concerns (i.e. revising) rather than lower order concerns (i.e. editing).

# Going Forward:

Each group should use feedback from their classmates to create an itemized and prioritized revision plan for their documents. This can be formally or informally assigned.

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