Peer Review Worksheet for Email Assignment My name is: Royden High

Steps:

1. Read your partner’s draft materials LIGHTLY ie as you would read an actual/normal email.
2. Read them again but CLOSELY. Make notes in the margins or line edits where appropriate.
3. Rate the overall readability of the improved email (sense of ease, paragraph length, formatting, document design, etc)

I would say their readability is 9.

1 (not at all readable) 5 (somewhat readable) 10 (very readable)

1. What are 2 things your partner could do to improve the feedback they provided Suzanne on her original draft? WRITE A LOT!!

Thing 1: I would add comments about breaking an email into paragraph sections. Specifically, I would tell her that making paragraphs in a statement, reasoning, restatement, and goodwill format would help keep the message focused.

Thing 2: I would ensure Suzanne understands that some of her sentences come across as accusatory, especially the ones that mention people by name. This is a very serious issue since this email would go out to all workers, so we should emphasize that accusatory sentences are not professional.

1. What are 2 things your partner can do to make their original email MORE effective? WRITE A LOT!!

Thing 1: I interpreted Suzanne's original email as more of a need for accountability and responsibility in the workplace; she sounded as if the workers were being slightly punished for their behavior. I would try to change the tone a bit to make it clear to those reading that using phones and computers for non-work activities is not acceptable or professional.

Thing 2: I would add the main message before the context in the email, since the first paragraph talks about the CEO’s visit, many people would start to skim since they don’t care about the CEO enough to pay attention to what we have to say.

1. In their original email, do you feel your partner retained all of the critical info from the original draft? Is there anything they need to add back in?

I mentioned this in Part B.1, but I feel the original draft had a tone that the employees were being reprimanded; I would try to add a little of this tone back in since Suzanne takes the employee’s behavior as a serious issue that needs to be addressed.

1. In their email reply, what can be improved to ensure Suzanne gets what she needs?

I would try to put my main message in the first sentence of the email reply and keep the thanks for the last paragraph. Sometimes, when people read the first sentence of a paragraph, they believe the rest of the paragraph will be the same. When I saw the thank you, I thought the rest of the paragraph would be the same, so my brain started to skim.

1. Upload this file to elearning in the Email Peer Workshop folder.