

Project 3B (Progress Report Memo) Peer Review Form

Criteria	General Description	Assignment Specific	Points Poss.	Rating	Avg. Rating	Comments
Audience & Purpose	How well did you analyze the likely audiences for this communication? How well did you tailor this communication to that audience?	Do you address your memo to a likely audience?	10	10	10	TEAMMATE 1 COMMENTS
	Is your document useful and persuasive for these intended audiences?	Do you address all of the likely questions of your audience?		10		TEAMMATE 2 COMMENTS
				10		TEAMMATE 3 COMMENTS
				10		TEAMMATE 4 COMMENTS
Research	How thoroughly did you investigate the subject(s) of this composition?	Do you show the results of that research in this text?	10	10	10	TEAMMATE 1 COMMENTS
	Did you select an appropriate and ethical research method?	Have you clearly made significant progress on your project since submitting the project plan?		10		TEAMMATE 2 COMMENTS
				10		TEAMMATE 3 COMMENTS
				10		TEAMMATE 4 COMMENTS
Content & Organization	Does your content support your claim / purpose, and is it usable for your audiences?	Do you organize information so that it is easily accessible for your intended audience?	10	10	10	TEAMMATE 1 COMMENTS
	Do you employ the appropriate superstructure for this audience and purpose?	Do you provide specific examples of your work to support your statements about progress?		10		TEAMMATE 2 COMMENTS
	Do you employ standard forms of technical organization (i.e., moving from general to particular, writing in a descending order of priority)?			10		TEAMMATE 3 COMMENTS
				10		TEAMMATE 4 COMMENTS
Format & Design	Is this document usable, attractive, and easy to navigate?	Does the document follow traditional memo formatting?	10	10	10	TEAMMATE 1 COMMENTS
	Do you make effective and persuasive use of relevant visuals and graphics (labels, captions, color choice, etc.)?	Does your memo look neat and professional?		10		TEAMMATE 2 COMMENTS
	Do you make effective and persuasive use of page design (e.g. white space, quadranting, headers, etc.)?			10		TEAMMATE 3 COMMENTS
				10		TEAMMATE 4 COMMENTS
Grammar & Style	Do you write in an effective and efficient technical prose style (e.g. spelling, grammar, concision, tone, accuracy, etc.)?	Do you write in an effective and efficient technical prose style (e.g. spelling, grammar, concision, tone, accuracy, etc.)?	10	10	10	TEAMMATE 1 COMMENTS
				10		TEAMMATE 2 COMMENTS
				10		TEAMMATE 3 COMMENTS
				10		TEAMMATE 4 COMMENTS
Project Assessment Overall	Write what you believe to be the most effective sentence or paragraph in this paper.		50		50	TEAMMATE 1 COMMENTS
	What are the top two strengths of this paper?			TEAMMATE 2 COMMENTS		
	What is the most interesting idea presented in this paper?			TEAMMATE 3 COMMENTS		

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	What idea/sentence do you wish you could know more about?					TEAMMATE 4 COMMENTS