**Peer Review for Recommendation Report Drafts**

The following is your Peer Review information and format for the Recommendation Report Draft. You will evaluate one classmate’s Draft based on the seven criteria noted below.

NOTES:

* Find a draft to peer-review. The first person to post will peer-review the group member who posts second. The second person to post will peer-review the third person to post, and so on. The last person to post will peer-review the first person’s post.
* Read your peer’s draft. Please do not copy and paste, or paraphrase/summarize or otherwise use your peer’s ideas, wording, sentences, etc. as this is considered plagiarism and will be -10 pts per sentence point deductions on your current or future paper/assignments.
* Write comments in complete sentences, not fragments or bulleted ideas. Choose either the levels of Accomplished (A level), Acceptable (B or C level), or Insufficient (D or F level) for each criterion, and then detail why you chose this level. You must offer comments and suggestions for improvement.
* There are 7 criteria and 2 questions for each criteria that must be answered in complete sentences, so there are 14 sentences that are needed. You may write more than the 14, but this is the minimum.
* Make sure you post your review in Discussions by the deadline noted in Canvas. Lateness penalties apply. Five points will be lost if this peer review is full of general comments, is written in fragments, full of grammatical errors, off target/inaccurate, or is so vague that comments can apply to multiple presentations. If no peer review is submitted, all ten points will be lost.
* Save this document and attach it as your Last name First Name Peer Review

Use this pattern for your peer review:

Your name 2

Name of peer whose Draft you are reviewing: 1

1. Format including title page, spacing, alignment, headings, and so on: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **All of the formatting meets the level of Acceptable, with the primary issue I see being the spacing, as I believe it is supposed to be single spaced. On another note about spacing some of the references need to be spaced out a bit further than they are now as they are difficult to read. Finally, the title page still has brackets around the name and date, which need to be removed. Other than the spacing and the brackets, however, the papers formatting is fine.**

What comments and suggestions for improvement do you have? **Other than the spacing,** **a couple of the subheadings are rather lengthy, but I am not sure if this is an issue or not, especially since the majority of the subheadings are perfectly fine.**

2. Organization including paragraphs in correct order: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **The organization is Accomplished as all the paragraphs and headings are in the proper order as provided in the draft skeleton.**

What comments and suggestions for improvement do you have? **Since this section has no errors, I see no room for improvement.**

3. Content/development for all paragraphs: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **Accomplished, as all the paragraphs have great progression, and all stay on topic in regard to the content of the assignment.**

What comments and suggestions for improvement do you have? **No improvement necessary, everything is fine with this section.**

4. APA in-text citations and References: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **This section is Accomplished, as all the in-text citations and references are properly formatted.**

What comments and suggestions for improvement do you have? **I like how both parenthetical and narrative in-text citations were used, and not just one variant. However, I think the references at the end need to be spaced apart better as it can be a bit hard to read them as they are now. Other than that, the format of the references themselves are good and follow the APA guidelines.**

5. Clarity and Conciseness: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **Accomplished, as the sentences in each paragraph do not have much fluff and get straight to the point.**

What comments and suggestions for improvement do you have? **No further improvement is necessary.**

6. Grammar, including spelling, capitalization, and punctuation: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **The grammar for the paper is at the Accomplished level, as there were next to no grammar mistakes I noticed, whereas the rest of the paper is perfectly fine in terms of grammar.**

What comments and suggestions for improvement do you have? **For the grammar mistakes that did exist, it would certainly be a good idea to go back and correct them.**

7. Overall Appraisal of the Draft: Accomplished, Acceptable, or Insufficient regarding this criterion and why? **Overall, the draft is certainly at the Accomplished level. Seeing as how every section has been completed, and completed properly at that, it would be hard to label this as anything other than Accomplished.**

What comments and suggestions for improvement do you have? **The only suggestions for improvement is the main issue of the spacing, and the other comments I listed earlier in the report.**