

Peer Review Checklist – Positive Memo

Writer's Name: _____

Reviewer's Name: _____

1. Does the letter foreground information most relevant to readers?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

2. Does the positive memo follow the structure described in the Locker text for conveying good news, providing good news at the outset and summarizing main points at the outset?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

3. Does the memo fully explain any reader benefits?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

4. Does the memo minimize negative elements or present them as positively as possible?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

5. Does the memo use a goodwill ending?
Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

6. Does the memo have a specific but brief subject line?
Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

7. Do the memo's sentences follow clarity principles, using agents or tangible objects as grammatical subjects, actively constructed sentences, active verbs? Be sure to point out any instances of "there is," "there are," "these are," "this is" or "it is" in the text for revision. Please underline all instances of weak or abstract subjects, passive verbs, passive constructions, pronoun subjects, or nominalizations.
Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)