**untitledPEER REVIEW: Report Introduction + Extended Definition  
(Problem-Solution text)**

**Author’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**introduction section**

**Part 1: Content**

1. Can you find the following information? If you can mark it as such, for example, in a different colour as seen below:
2. **Situation** (Wider context and relevance)

* Describe importance/relevance of topic to audience (= client!)
* State current context (description of the client and its practices)

1. **Problem**

* Explain what is *lacking*/*needed*/*unsatisfactory* ("However,...”)

1. **Solution**

* Name the proposed solution that would overcome the problem

1. **Evaluation**

* Why would this be an effective solution to the defined problem?
* Briefly state the main advantage of this solution

1. Has the writer announced in advance the **solution** before describing it? (Circle your response)

Yes No Partly (explain more) ………………………………………………………………..

1. Does the last sentence describe the **purpose** of the report? (Circle your response)

Yes No Partly (explain more) ………………………………………………………………..

**Part 2: form**

4. Do paragraphs consist of more than three sentences?  
  
 Yes No Partly (explain more) ………………………………………………………………..

1. Is the **word choice** appropriate? **Style** appropriate?

Yes No Partly (explain more) ………………………………………………………………..

6. Were there places where the writer seemed to jump suddenly from one idea to another?

Do the ideas **flow** smoothly from sentence to sentence?

Are suitable **transitional words** (e.g., *however*, *therefore, since, although*) used?   
Mark places where you think they should be used to show the relationship between ideas.

**extended definition section**

**Part 1: Content**

**Does the extended definition include the necessary elements?**

1. Underline the **sentence definition** in their text
2. Find and mark the 3-4 different types of defining information.   
   Which of the **eight strategies** have been used? Underline them and number them in the text.

|  |  |
| --- | --- |
| 1. **Analysis of parts** | (*What are its parts?)* |
| 1. **Operating principle** | (*How does it work?)* |
| 1. **Applications/examples** | (*How is it used or applied?)* |
| 1. **Analogy / Comparison** | *(Is it similar to something already familiar?)* | |
| 1. **~~History~~** | ~~(~~*~~What is its origin and background?)~~ (This is crossed out as it is quite rare to use in many fields of engineering, e.g. electrical)* | |
| 1. **Advantages/disadvantages** | *(What are the strengths or the weaknesses?)* | |
| 1. **Requirements** | (*Materials or conditions needed to make it work?)* | |
| 1. **Physical appearance/ features** | (*What does it look like? What are its characteristic features?)* | |

1. Are the original sources **cited** (e.g. **[3]**) in the text?
2. Have these sources been correctly formatted and listed in the **References**/**Bibliography**?

**Part 2: form**

**Does the text follow the readability principles?**

* Place ***familiar*** information before ***new***?
* Use ***constant*** or ***stepwise*** topical progression to connect sentences?
* Place topical information in ***subject*** position?

**Mark below (or in the text) the problems and their location in the text (the line number)**

|  |  |
| --- | --- |
| ☑ | **Too informal style** Line nos. 5, 7 & 10. |

|  |  |
| --- | --- |
|  | Too informal style (choice of words) |
|  | Incorrect or lack of formal connectors (e.g. *this means that* 🡺 ***thus***; *the problem is that* 🡺 ***however***) |
|  | Obvious grammar mistakes (verbs, articles, punctuation, spelling) |
|  | Unclear sentences /ideas |
|  | Terms that require explanation? |
|  | Problems in staying on topic |