Peer Review Worksheet for Email Assignment My name is: Aarya Thakkar

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)

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: Mention that Suzanne’s original draft can not only have implications on the employees’ workspace environment and work ethic but also to her own. The brutality in her email could cause issues with HR and can lead to her possibly even being sued so she should keep that in mind the next time she is writing an email. However, do so in a polite manner so it is not seen as an attack towards her work.

Thing 2: Try to use the track changes and comments feature on the original draft of her email so she can directly see the changes that are being made to her email and provide reasoning as to why. This will not only help her effectively rewrite this email but future emails regarding this topic or others.

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

Thing 1: Try to shorten the subject line. Although it communicates the what will be in the email very effectively, it is quite long and it is better to try and shorten it while keeping the same message and urgency. With the way that most email interfaces look, quite a lot of the subject line will be cut off in their inbox until the email is opened so it is not entirely useful to have it being that long.

Thing 2: With the way the email is written – with questions that will allow the responders to provide their feedback on – try to also mention that any other thoughts on this topic would also be appreciated. There may be things that are not in those questions that they may want to discuss as well but may feel uncomfortable sharing if it is not explicitly mentioned that they are able to do that.

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?

Yes, I think they retained all of the critical information. Something that is not necessary to add, but may want to, would be to emphasize importance of the employees themselves and praise them on meeting the sales goal prior.

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

Something that can be improved in the email reply is a reminder to thank her for the opportunity to be able to aid in editing the email towards the end. It is already mentioned at the top but rewriting it in the end would ensure that she remembers that you appreciate the opportunity and you get credit where you deserve. I would also recommend that you add a sentence mentioning that you would be able to help further if needed so she can reach out to you again for any more questions or clarifications.

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