

Proposal Memo

Peer Editing

Writer's name: _____

Reader: _____

1. Presentation/Visual Effect: Are all the headings there? Is it easy to scan?

2. What/How/Why:

Is it clear what the writer will do, how s/he will do it and why s/he will do it?

Could you write this in ONE sentence? If you can't, then something is probably wrong.

ex:

He will show how funiculars work in St. Peter's Dome and then take those principles and apply them to a new model for a "breathing" roof.

She will write about the history of canals in Bangkok and then make some suggestions for how they could be revitalized in a sustainable and environmentally-friendly way.

He will report on the data he collected interviewing displaced people in Lebanon in order to come to some conclusions about which strategy is better: providing displaced people with money to rent new homes or providing the shelter itself?

3. Grammar, Clarity and Conciseness

Look at the language of the proposal memo. Check for:

appropriate verb tenses

subject-verb agreement

clarity: subjects and verbs (not buried in nominalizations, etc.)

wordiness (could any sentences be pruned so that they are more concise?)

Make notes or otherwise point out to the writer any areas of the text you think would benefit from revision.

5. What questions or comments do you have for the writer?