Technical Communication 3 FSP011
Session 3: Outline peer review

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Today's agenda

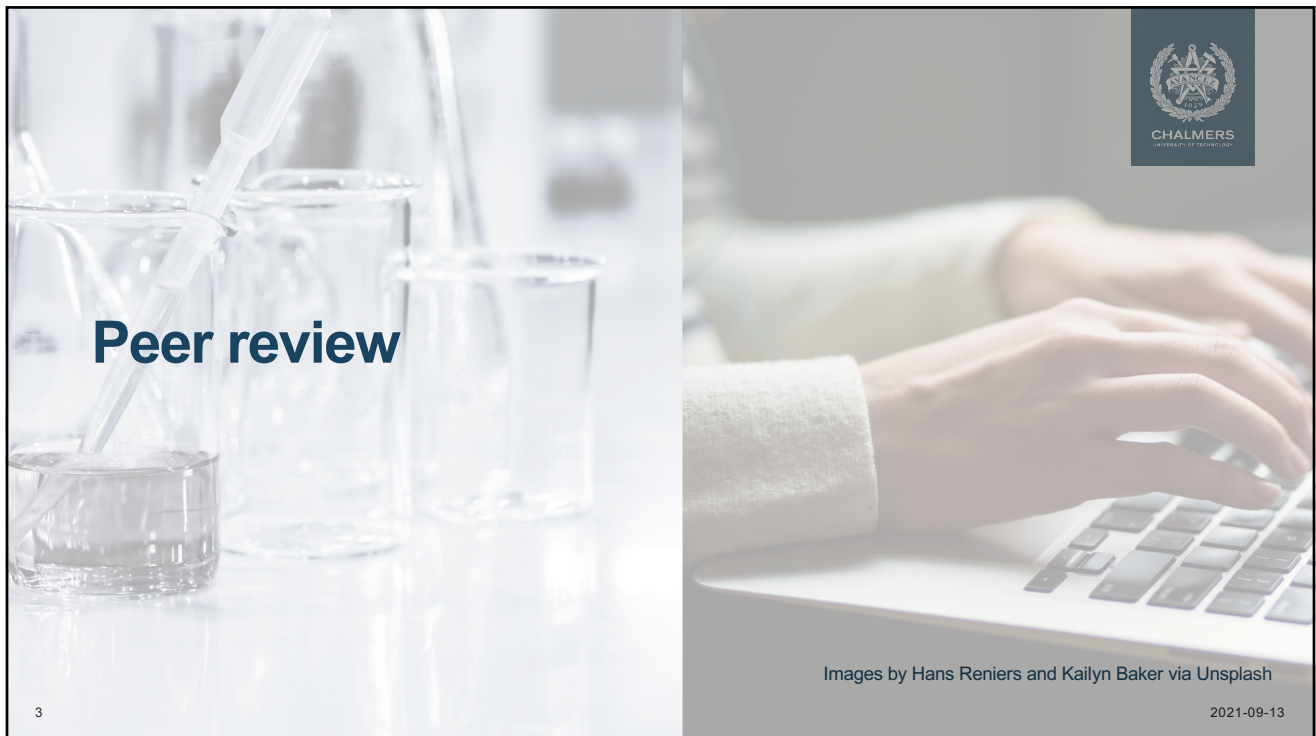- Peer review of outline
- Revise or complete outline

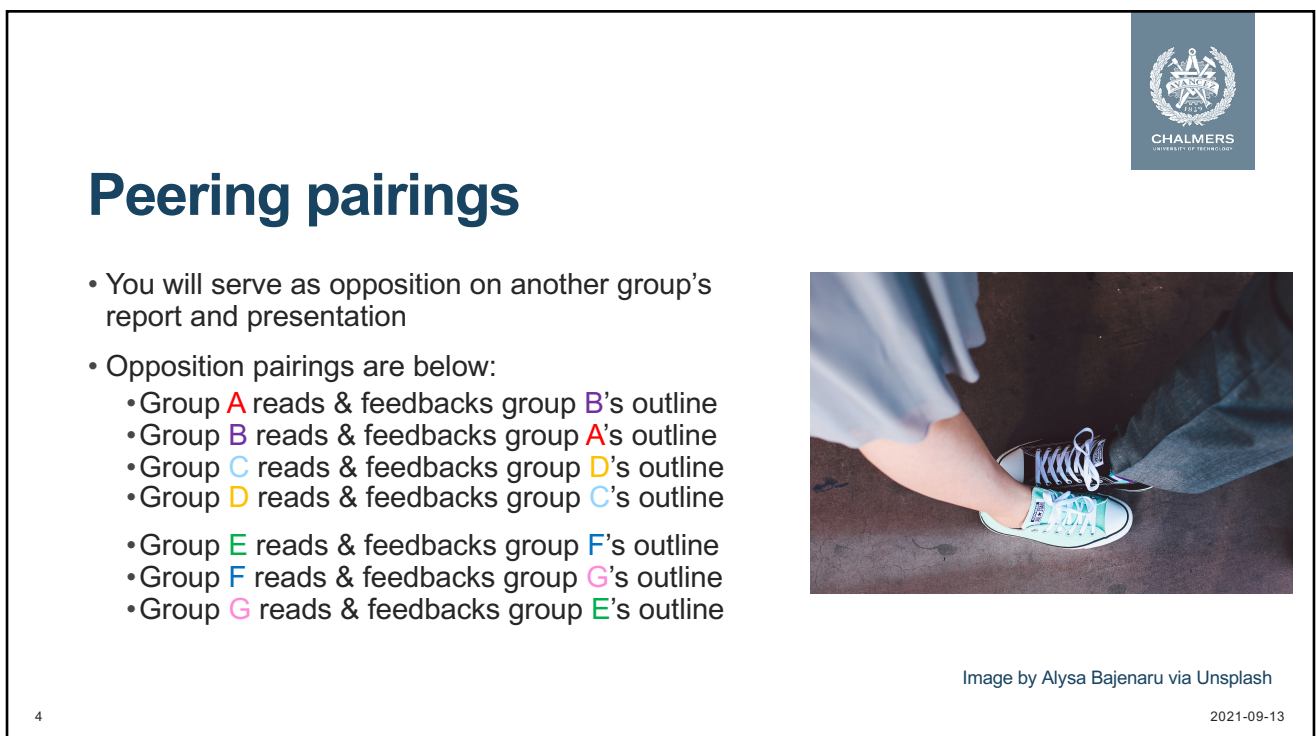Image by Brett Jordan via Unsplash

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Peer review

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Peering pairings

- You will serve as opposition on another group's report and presentation

- Opposition pairings are below:
  - Group A reads & feedbacks group B's outline
  - Group B reads & feedbacks group A's outline
  - Group C reads & feedbacks group D's outline
  - Group D reads & feedbacks group C's outline

  - Group E reads & feedbacks group F's outline
  - Group F reads & feedbacks group G's outline
  - Group G reads & feedbacks group E's outline

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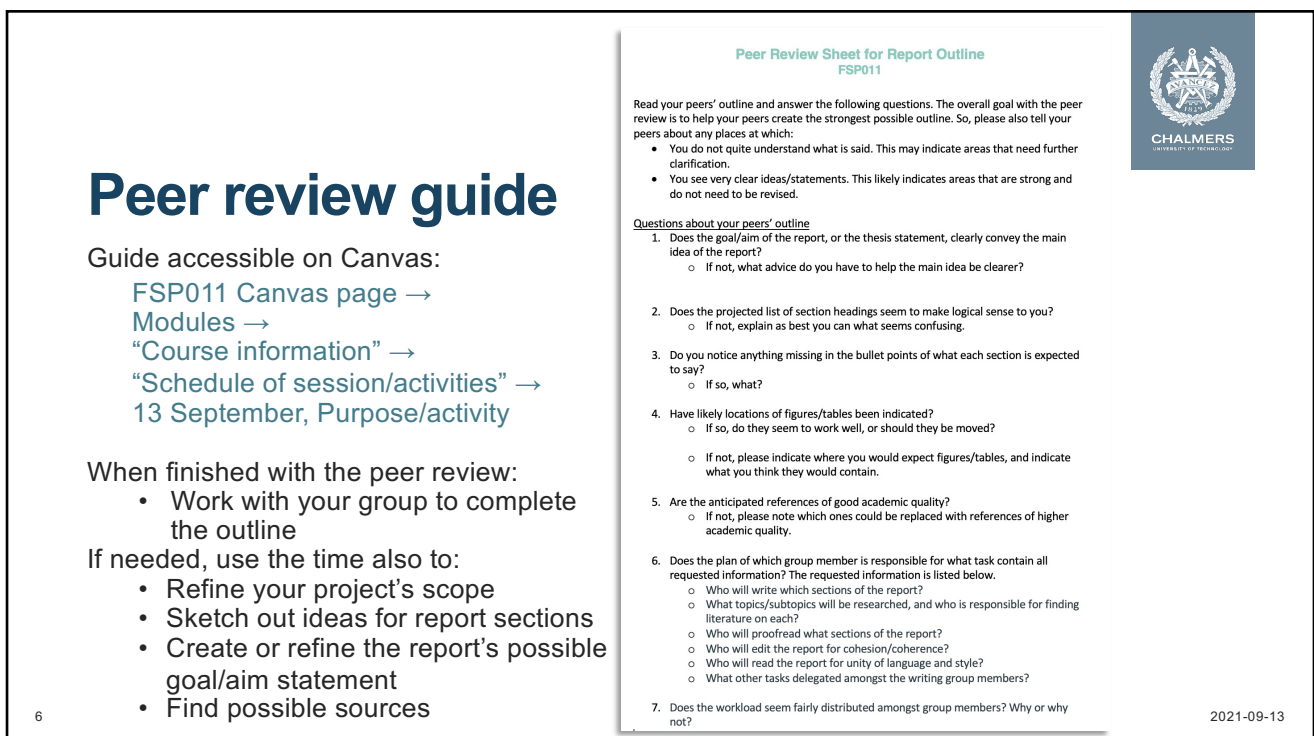
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Workshop: peer review

- Use the peer review sheet as a guide
- Two goals:
  - Understand the group's main idea /project and their plan to acheive their goals
  - Find ways to strengthen the group's main idea /project and their plan to acheive their goals

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Peer review guide

Guide accessible on Canvas:

FSP011 Canvas page →
Modules →
"Course information" →
"Schedule of session/activities" →
13 September, Purpose/activity

When finished with the peer review:
- Work with your group to complete the outline

If needed, use the time also to:
- Refine your project's scope
- Sketch out ideas for report sections
- Create or refine the report's possible goal/aim statement
- Find possible sources

Peer Review Sheet for Report Outline
FSP011

Read your peers' outline and answer the following questions. The overall goal with the peer review is to help your peers create the strongest possible outline. So, please also tell your peers about any places at which:
- You do not quite understand what is said. This may indicate areas that need further clarification.
- You see very clear ideas/statements. This likely indicates areas that are strong and do not need to be revised.

Questions about your peers' outline
1. Does the goal/aim of the report, or the thesis statement, clearly convey the main idea of the report?
   o If not, what advice do you have to help the main idea be clearer?

2. Does the projected list of section headings seem to make logical sense to you?
   o If not, explain as best you can what seems confusing.

3. Do you notice anything missing in the bullet points of what each section is expected to say?
   o If so, what?

4. Have likely locations of figures/tables been indicated?
   o If so, do they seem to work well, or should they be moved?
   o If not, please indicate where you would expect figures/tables, and indicate what you think they would contain.

5. Are the anticipated references of good academic quality?
   o If not, please note which ones could be replaced with references of higher academic quality.

6. Does the plan of which group member is responsible for what task contain all requested information? The requested information is listed below.
   o Who will write which sections of the report?
   o What topics/subtopics will be researched, and who is responsible for finding literature on each?
   o Who will proofread what sections of the report?
   o Who will edit the report for cohesion/coherence?
   o Who will read the report for unity of language and style?
   o What other tasks delegated amongst the writing group members?

7. Does the workload seem fairly distributed amongst group members? Why or why not?

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Report-writing process

Stage one

- Sign up to groups (same group for report AND for presentation)
- Decide on a topic and research it
- Write an outline and consult with a KBT241 instructor on its content

Stage two

- Write a first draft, which will receive FSP011 instructor feedback
- Write a second draft, which will undergo mandatory peer review

Stage three

- Receive feedback from opposition group after presentation
- Make final revisions and proofread report
- Submit final draft to be graded

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Check the checklist!

- Look at the outline checklist provided (under "Report Writing" module, "Prewriting" section)

    FSP011 Canvas page → Modules →
    "Report Writing" → "Prewriting"

- Aim to have all tasks completed before the next session

Writing a report outline

This page does not contain a template, as all of the reports for this class will differ considerably in

- Help you write a strong report
- Help your instructors guide the writing your text even before you begin writing your report

Your group should use this checklist to ensure that all required aspects of the outline are included

Check when complete	Task
	• Contains the goal/aim of the report and/or a thesis statement that conveys the main
	• Contains a projected list of section headings, with brief bulleted lists of what you ex introduction and conclusion)
	○ This should be created so that instructors (or anyone else) who reads the outline or motivates the goal/aim or thesis statement of the report
	• Indicates where you expect to place figures/tables, with a brief summary of what yo
	• Contains a list of references that you anticipate using in the report

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Next steps

1. Ensure outline is ready to be reviewed by KBT241 instructor on 20 September in **obligatory** tutorial.

2. Compile list of questions for KBT241 instructor for tutorial next time.
   - Note: schedule for tutorials is posted on Canvas. Find it here:

   FSP011 Canvas page → Modules → Course information module → "Schedule of sessions/activities" page

3. Continue reading research literature for report and taking notes as needed

4. Read the description of the report assignment , found here:

   FSP011 Canvas page → Modules → Report writing module → "Submission" section

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