

Summer 2011

To: English 304 Students  
From: Allison Hitt  
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Subject: Peer Review Instructions – Formal Report Introductions

In a proposal, the introduction—comprised of background information and a clear definition (or definitions) of the problem—is the most important element. Without it, a proposal will likely be denied. For a formal recommendation report, the recommendation is the most important element. However, the introduction should not be neglected. Because a report has more audiences than a proposal, it is important to provide clear introductory information to ensure that everyone knows exactly what the issue is, what is at stake, and what steps will be taken to resolve the issue.

### **Questions to Address**

For this peer review, I would like you all to focus on the critical components of an introduction:

1. *Introducing the Subject*
  - Is the subject clearly stated?
  - Is there a summary of background information?
2. *Stating the Purpose*
  - Is there a clear statement of purpose that shares the writers' goals?
  - What examples are provided to support the writers' goals?
  - Is the report's purpose to provide a new perspective or to clarify an existing one?
3. *Stating the Scope*
  - Is the scope of the project broadly (and succinctly) defined?
  - Does the report present a broad survey of the topic, or does it concentrate on one part of the topic?
4. *Previewing How the Topic Will Be Developed*
  - Is it clear how the writers plan to develop or organize the topic?
  - Does it move from details to general conclusions or from a general statement to specific details?

I would also like you all to think about some of the criteria for the Formal Report itself:

1. *Thoroughness*: Is there any background information not covered in the introduction?
2. *Audience Accommodation*: Who is the primary audience here? Who do you imagine secondary audiences would be? If you were an intended audience member, what additional information would you want or need?
3. *Research*: Is the introduction well researched? Are any sources referenced or quoted?