**Peer Review for Recommendation Report Drafts**

The following is your Peer Review information and format for the Recommendation Report Draft. You will evaluate one classmate’s Draft based on the seven criteria noted below.

NOTES:

* Find a draft to peer-review. The first person to post will peer-review the group member who posts second. The second person to post will peer-review the third person to post, and so on. The last person to post will peer-review the first person’s post.
* Read your peer’s draft. Please do not copy and paste, or paraphrase/summarize or otherwise use your peer’s ideas, wording, sentences, etc. as this is considered plagiarism and will be -10 pts per sentence point deductions on your current or future paper/assignments.
* Write comments below after each question in complete sentences, not fragments or bulleted ideas. Choose either the levels of Accomplished (A level), Acceptable (B or C level), or Insufficient (D or F level) for each criterion, and then detail why you chose this level. You must offer comments and suggestions for improvement.
* There are 7 criteria and 2 questions for each criteria that must be answered in complete sentences, so there are 14 sentences that are needed. You may write more than the 14, but this is the minimum.
* Make sure you post your review in Discussions by the deadline noted in Canvas. Half the points will be lost if this peer review is full of general comments, is written in fragments, full of grammatical errors, off target/inaccurate, or is so vague that comments can apply to multiple presentations. If no peer review is submitted, all points will be lost.
* Save the document as your last name.your peer’s last name peer review and post it as an attachment.

Your name:

Name of peer whose Draft you are reviewing:

1. Format including title page, spacing, alignment, headings, and so on: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

2. Organization including paragraphs in correct order: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

3. Content/development for all paragraphs: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

4. APA in-text citations and References: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

5. Clarity and Conciseness: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

6. Grammar, including spelling, capitalization, and punctuation: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?

7. Overall Appraisal of the Draft: Accomplished, Acceptable, or Insufficient regarding this criterion and why?

What comments and suggestions for improvement do you have?