

Assignment 1 – Feedback

0 How I graded your assignments

- Read your report
- Made select comments on substance, grammar and style – not comprehensive
- Assigned grades for each rubric standard
 - For Assignment 1, I evaluated:
 - ◊ Organization / Focus (OF)
 - ◊ Style / Tone (ST)
 - ◊ Grammar / Punctuation / Spelling / Formatting (G)
 - ◊ Interpretation of Results / Conclusions (C)
 - Recall from the Course Policy Statement:
10 = Exemplary 8 = Satisfactory 4 = Unsatisfactory
- Made holistic comments: what was good, what you can improve

1 Comments to the class

Organization / Focus (OF)

- Almost all of your reports were well-organized.

Grammar / Punctuation / Spelling / Formatting (G)

- Most of your reports had good grammar, with a few minor errors here and there.
- We all make grammatical errors once in a while. Be careful and proofread.
- If you're prone to making grammatical mistakes, try reading your writing out loud. Personally, I find this helps a lot.

Interpretation of Results / Conclusions (C)

- Most of you made reasonable conclusions about how the sample Conclusion sections help or hinder decision making. Most of you also provided adequate support for your claims.
- Many of you pointed out that the two conclusions lacked a definitive course of action.
 - For an analyst, putting forth a single recommendation of the “best” option is often ill-advised. One reason is that you (as the analyst) may not have all of the relevant information on hand.
 - Instead, an analyst should clearly outline plausible courses of action and their consequences, so that a decision-maker can combine this “menu” of options with other information to make a final decision.

Style / Tone (S)

- The style and tone in most of your reports were appropriate for a student paper.
- Avoid contractions in professional documents.
- Regarding Question 2: grades are somewhat subjective by nature, and therefore, as a rule of thumb, should not be stated as fact. You are allowed to say, “I believe the grammar in this paragraph is satisfactory because...” since it is your opinion.
- One way to improve the style and tone of your writing is to concentrate on making your points precise and concise. (More on this in class.)

2 Guidance for moving forward

- Remember the resubmission policy in the Course Policy Statement.
- Read these notes.
- Read my comments to you. Remember that they may not capture everything. Consider carefully how they may apply to other parts of your writing.
- Ask a friend to read your writing and give you feedback.
- Schedule an appointment with me – we can “workshop” your writing together.
- Schedule an appointment with the Writing Center.