

Student Initials	Paper	Comments
AC	E-mail persuasive	Good job on revision; punct and caps needed in second sentence.
AC	E-mail 2 persuasive	Grade issued. No comments.
AN	Business letter	<p>Needs inside address and Re section. Obtain addr off cr card.</p> <p>Put content of 1st 2 sentences in the re section</p> <p>Don't say you will be filing a dispute, you are actually doing that with the letter.</p> <p>Eliminate last sentence in 1st para, as you are talking to the credit card company, not the mfr</p> <p>Eliminate the last sentence about contacting the exec; they will just use that to get out of doing anything on your claim.</p>
	Business letter	Good job. Grade issued.
GF	Letter	<p>The writing in the second paragraph is choppy and repetitive. It's also a bit too much.</p> <p>Needs an inside address.</p> <p>Re your letterhead, capitalize "Ave."</p> <p>No hyphen between 908 and 875.</p> <p>At the end, put your name 3 lines down</p>

JA	Business letter	Needs inside address and Re section. Obtain addr off cr card Make 1st para more succinct (cut down on words) 2nd para excellent because it is highly detailed, but use bullets for the section after "purchased it." In last para, you don't mean "disputes," you mean "mediate"
IG	Email 1	Don't address a person with both first and second name. Choose one or the other, based on situation regard, not regards set up as an email with "to" and "from" numerous comma errors: correct them
IG	Persuasive email revision	Start with 2nd half of 1st paragraph Cut down on words in 2nd para by using bullets and through editing Final paragraph is OK, but also need editing (cut down, be more concise).
IG	Resume	You don't need to label "Skills" again. Get rid of

		<p>"Skill". Write out "one."</p> <p>Under Summer Camp Driver, it should be "campers" Right below, say "bus," not bs</p> <p>Supervisor: say "routine issues." Right below, vary usage by saying "Closed out"</p>
JA	Memo	<p>It should be something like: "The chart shows....meaning we can achieve higher customer satisfaction and gross margins..."</p> <p>Don't BF and be consistent with your font.</p>
KH	Persuasive email	<p>Needs to be set up as an e-mail. This looks like a letter. Cut down on words; use bullets Put pic up on top , after <i>shooting</i> It's packed with features. Cut down to just 3 important ones and make sure your recipient understands the benefit. You do cover benefits, but they need to be more prominent.</p>
LP	Email 1	<p>You don't need to say Dear Mr. Walker in an email. Combine the first two sentences. Correct the numerous errors (purple).</p> <p>You don't need to say "Floor Mgr" or your name, either, as that is in the To/From section.</p>

NA	Email 1	<p>It's way too long, so cut down to about a third of the size. Use bullets.</p> <p>Eliminate the references to IST and focus only on the Magic Bulb.</p>
TL	Email 2`	<p>Be more specific about the fact that it is a book in your subject line. Example: "Achieve Communication Success with Dale Carnegie's Book"</p> <p>The writing is somewhat awkward. How about visiting a tutor to get a little help with this?</p>
TL	Business letter	<p>Where is letterhead? You were supposed to put this on your letterhead. You wouldn't need to put your phone number at the end because that would be in the letterhead.</p> <p>There are too many spaces between the paragraphs. Other than that, OK.</p>
