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Skill Builder 3

Eng 1112

4. Email memorandum:

1. Heading is not organized properly (the proper way is to, from, date, subject). Also the "interoffice memorandum" and "utilities department" information is also misplaced. This makes it harder to understand what the memo will be about. Confusing.
2. There are no second-level headings, which makes the ~~email~~ memo harder to follow.
3. The introduction's brief statement is unclear in what exactly the problem is and who the intended audience is. The intro also fails to list what the following proposal will contain.
4. The background information of the problem, which was provided is very vague, and seems to describe the whole history of the problem. This creates a lot of noise and useless detail instead of explaining the need for a project. The reader could lose interest in the proposal, or might be confused by it.
5. Biased & not in a neutral tone.
6. Does not propose a solution to the problem in the conclusion. The conclusion does not summarize the main points of the proposal and solution, which leaves the reader confused at the end on what exactly the ~~proposal~~ problem is, what ~~is~~ needs to be done to fix it.

8. The proposal doesn't list his background and qualifications... so why would the audience want to listen ~~the~~ to this guy anyways. There are no sources or references.

~~9. There is a lack of information/explanation on who the individuals are~~

9. This proposal lacks professionalism in its structure and lacks precision. It feels like ~~if~~ we're reading a story instead of an actual proposal.

10. There ~~is also~~ also needs a section to explain the benefits and feasibility of the project.