**Case Evaluation Email Peer Review**

|  |  |  |
| --- | --- | --- |
| Reviewer Name |  | Writer Name |

|  |  |  |
| --- | --- | --- |
| Topic | Questions | Comments |
| Organization | Is the email organized in a way that is clear and easy to read? |  |
| Thoroughness | Does the email include all the information you believe a supervisor would need?  Does it discuss:   1. Substantive potential claims? 2. Potential damages? 3. Potential defenses or other challenges?   What questions might you have after reading this email? |  |
| Concision | Is the email structured and written in a way that demonstrates respect for your audience’s time and attention span? |  |
| Tone | Does the email strike a professional, friendly tone? |  |
| Confidence | Does the email confidently explain its analysis? Does the writer take a clear position? |  |
| Credibility | Is the email supported with references to authority? |  |
| Overall Comments |  |  |