

## Peer Review Application Instructions

The following concerns your **week 8 assignment**. By the end of **week 7** you will have received an instructional email from the Peer Review application which is used for the assignment; check your spam folder or your email forwarding settings if you cannot see the email. Please follow the link in order to complete the assignment.

As you know, the assignment has two parts. For the first part, please upload your formal letter into the Peer Review application; the deadline to do so is **November 11**. In order to complete the second part of the assignment, provide feedback to two other letters randomly chosen by the application and then upload to Peer Review; the deadline for this part is **November 25**.

### Some general guidelines:

- Please use a generally supported file format for your writing (ideally \*.docx or \*.pdf).
- You do not need to write your name or UČO in the formal email.
- Do not forget to read the assignment prompt in the IS Study Materials or in the Interactive Syllabus.
- Make sure your letter meets all the requirements!
- Please use a commentary/revision function to provide feedback to your peers.
- Provide detailed feedback while writing your peer reviews – what kind of feedback would **you** like to receive?
- Be constructive in your peer reviews – provide not only an overview of mistakes or suggestions for improvements, but also highlight good choice of words, etc.

One more reminder: please do not forget that failure to submit your letter or the feedback in a timely manner will result in failing the class!