



(I created the following feedback in response to a mock situation between two employees. The doctor and situation are fictional. For additional writing examples, please see my online portfolio: TracyCSummers.com)

Internal Communication between Employees

Hello Dr. Nelson,

I reviewed your content for the new web page, and I'm providing a few suggestions to consider. My suggestions show how we can adjust the content to appeal to a variety of audiences, and I also found a few grammar edits. I'll create a mock-up, and we can review it during our meeting on Wednesday.

Organization

Placement. I like the way you grouped related information. To build on that idea, let's consider placing the information in logical order. For instance, we could start with a description of the disease, then explain warning signs and treatment. Experts mention the importance of using logic for readers.

Readability

Terminology. Let's consider using common terms so readers can quickly relate to the content. For instance, instead of calling the disease by its scientific name, Enterovirus D68, perhaps we could refer to it as an intestinal virus.

Headings. I suggest we group related content under descriptive headings, which helps readers quickly scan for information. For instance, if we replace the heading "Children" with a more descriptive heading like "Symptoms in Children," readers will know what to expect in that section.

Content. Let's make the content in the bulleted lists more concise, which makes them easier to read.

Other Edits

Grammar. I adjusted some of the wording to clarify the meaning. I also made adjustments to avoid mismatched information between nouns and pronouns.

Let me know if you have any questions. I look forward to our meeting.

Tracy Summers
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