

## Peer Editing Guide

**NOTE TO TEACHERS:** I am a strong believer in the benefits of the peer editing process. I tell my students that this is a great opportunity for them to improve their essays before the deadline. Although I encourage every student to share his or her essay with a friend or classmate, I support the decision of students who decide not to exchange their essays at this time.

I start the peer editing process by handing out the "Peer Review Checklist" below. I go over each question to make sure that the peer reviewers understand the kinds of "constructive feedback" they can provide to the essayist. I emphasize that they should read the essay first without highlighting any errors to find out what the essayist is trying to tell the reader. I encourage peer reviewers to focus on and respond to the main ideas of the essay.

I then ask that students check their classmate's essay as if they are getting paid \$1.00 for each grammatical error they find. When they find an error, I ask them to either circle it, put a question mark (?) by it, or write a short note somewhere on the rough draft. I remind them to look carefully for errors in spelling, capitalization, punctuation, verb usage, pronoun case, and agreement.

—Janis Bean

### PEER REVIEW CHECKLIST

- Is the content interesting and thoughtful?
- Is the main idea clearly stated?
- Is there enough supporting information?
- Are the supporting paragraphs relevant and well-organized?
- Are ideas connected by transitions and other linking devices?
- Is the conclusion effective?
- Are the sentences clear?
- Are sentence length and structure varied?
- Is the paper free of punctuation, spelling, and usage errors?
- Is the final version of the paper neat and legible?