



## Peer Review Guidelines and Worksheet

### Responding to Writing

The goal of a peer review is to **give and receive** feedback to help the writer to form a successful revision strategy for their essay. This isn't criticism; when we think of peer reviews as *critiquing* a paper, we are more likely to point to negative things. However, in the peer review process, we are **responding**, and responding includes notifying the author of her/his successes as well as alerting her/him to any areas that need revision.

Things to think about when responding to the essay:

- What was most successful in the essay?
- Were there any points where you became confused and/or wished you had more information?
- Are there any areas that can be improved upon with revision?

Things to do:

- Respond positively and thoroughly. (Saying "I liked it" is fine, but be sure to tell them specifically *which* parts you liked and *why*.)
- Do not **only** respond to grammar, punctuation and spelling errors. (You may mark these, but this is not the main concern for review.)
- Utilize the "comment" function on Microsoft Word for online peer reviews, and incorporate answers to the questions on the next page.

**Peer Review:**

Read through the paper, then respond to the questions below. Use as many lines as you want; you don't have to fit everything in your responses into the white spaces shown.

**What is the main point of the essay? Please state it in your own words.**

Click or tap here to enter text.

**Does the essay fit with the assignment guidelines? If not, why?**

Click or tap here to enter text.

**What questions do you have for the author?**

Click or tap here to enter text.

**Opening/Introduction** (Does it catch your attention? Make you want to keep reading? Let you know what to expect?)

Click or tap here to enter text.

**Focus of Paragraphs** (Is each paragraph focused around one main idea or point? Could you easily identify the focus with a succinct word or phrase?)

Click or tap here to enter text.

**Organization of Ideas/Details** (Are the paragraphs organized logically with transitions in between ideas?)

Click or tap here to enter text.

**Closing/Conclusion** (Does it bring together all the ideas mentioned in the essay and make a final, lasting impression?)

Click or tap here to enter text.