

PEER EDITING GUIDE

The main purpose for using peer editing or small-group editing is feedback... helpful feedback.

Roles of Responder and Writer

Responder

General Rule: Do unto others as you would have others do unto you!

1. Listen.
2. Do not interrupt the writer's reading.
3. Give full attention to the writer through eye contact and body language.
4. After the piece is read:
 - Respond to the piece as a whole
 - Begin with the strong points
 - Focus on...
 - Sentence structure
 - Word choice
 - Description
 - Paragraph organization
5. AVOID!!
 - Killer comments
 - Automatic stamp of approval
 - Monopolizing the discussion
 - Getting off track

Writer

General Rule: Skip the apologies and risk your feelings with the responder.

1. Read your own work.
2. Direct the focus of the listeners if you want specific details attended to.
3. Solicit responses from the listeners.
4. Listen.
5. Do not interrupt the responder.
6. Point out the writing's strengths and ask for help with the writing's weaknesses.
7. Be open to the possibility of change.