# Peer Editing Guide

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

## Roles of Responder and Writer

<table>
<thead>
<tr>
<th>Responder</th>
<th>Writer</th>
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</thead>
<tbody>
<tr>
<td>General Rule: Do unto others as you would have others do unto you!</td>
<td>General Rule: Skip the apologies and risk your feelings with the responder.</td>
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<tr>
<td>1. Listen.</td>
<td>1. Read your own work.</td>
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<td>2. Do not interrupt the writer’s reading.</td>
<td>2. Direct the focus of the listeners if you want specific details attended to.</td>
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<tr>
<td>3. Give full attention to the writer through eye contact and body language.</td>
<td>3. Solicit responses from the listeners.</td>
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</tbody>
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| 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 | 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. |
| 5. AVOID!!  
* Killer comments  
* Automatic stamp of approval  
* Monopolizing the discussion  
* Getting off track |  |