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.