

Peer-Editing Instructions

- Make sure that everyone in the group has a different colored writing utensil. Use the same color for each paper you read.
- Staple a blank editing sheet to the top of the first essay you receive. Write the author's name where it belongs on the editing sheet. Write your name as the first editor.
- Read through the essay once. At this point do not make any marks on the paper; you are simply getting an overview of the essay.
- Reread the essay, this time noting any composition errors. Mark these clearly (using proofreader's marks), but do not correct the mistakes—only the author does that!
- Read the essay yet again, this time looking for structural problems or stylistic concerns. Write comments in the margins suggesting ways to improve the paper.
- Rate each category of the paper as indicated on the editing sheet from 1 to 4 based on the criteria presented in the **Essay Rubric**.
- Repeat this process for all four papers.

After all the papers have been read, the group must come to a consensus on the score for each of the six areas, then agree on a consensus overall score for the essay. *Consensus* does not mean “average.” As a group, discuss the merits and demerits of each essay. You may find yourself swayed to a lower or higher score than you originally had awarded. When you have reached consensus, write (as a group) a few sentences of constructive criticism in the space provided.

If one member disagrees with the rest of the group, preventing the group from reaching consensus, that student must write a separate note explaining the difference of opinion.

Peer-Editing Sheet

Author's Name: _____

Essay Assignment: _____

Editor Names:

1. _____

2. _____

3. _____

4. _____

Focus on topic (content)

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Accuracy of facts (content)

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Introduction (organization)

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Sequencing (organization)

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Flow and rhythm (sentence fluency)

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Word choice

1. _____

2. _____

3. _____

4. _____

Consensus: _____

Overall Essay Consensus: _____

Comments: