

Peer Editing

Writer's Name _____

Editor's Name _____

Pd. _____

Before you begin determine what concerns the writer has about this paper.

1. **Read through the entire essay before you start to analyze/edit/proofread.**

2. Discuss in writing the part of the essay that you enjoyed the most.

3. Reread the introduction. Does the first paragraph adequately set the stage for the discussion that follows? Does it have a good grabber? Does it "sparkle"?

4. Does the thesis have an argument? Is it provable?

5. Does the introduction logically lead into the thesis? How?

6. Identify the thesis development in the body paragraphs (3 main points).

Do the topic sentences directly relate to the three main points (in the correct order)?

Within the three main points are there concrete examples to support the thesis?

Is there balance between the three main points?

Is there only analysis and NO PLOT summary?

Is there a primary quote and a secondary quote to back up each main point?

Are they integrated properly?

of primary quotes _____ # of secondary quotes _____

7. Are there transitions to help the reader identify the writer's logic throughout the paper?

8. Is there a good conclusion? Does it synthesize and evaluate? Does it return to the thesis?

Note: It should NOT repeat the main points.

9. Reread the essay and proof it for mechanical problems: punctuation, sentence fragments, run-ons, spelling, clear antecedents for pronouns, present tense, and any other problems. Write directly on the paper for this activity.

10. List three items that the writer should improve.

11. MLA format

Is the title centered and in plain text (not underlined, bold, italic, all caps, etc.).

Does it relate to the primary work or thesis?

Does the upper left hand corner of first page have the following info in the following order? (begin 1" from top, flush left):

Student name

Instructor's name

Class (e.g., Honors English 11, period 1)

Final due date

Does the upper right corner (1/2" from top) have the last name of author and page number (including the works cited pg.)? This should NOT be on the first page

12. Works Cited

Highlight the citations in the paper (if not done so already).

Are all citations listed properly? (author page) e.g.: (Jones 234)

Are they in alphabetical order?

Are all sources listed in the works cited used in the paper?

Are all of the sources used in the paper listed on the works cited?

Are all entries in proper format and have full information (refer to your manual)?

Pay special attention to double entries needed for the excerpted literary criticism (e.g., CLC, WLC, NLC)

There should be NO entries from Cliff, Barron, Monarch, literatureclassics.com, etc.

Do all Web site entries look legitimate (at least from their addresses)?

13. List any final thoughts here. Did you address the concerns of the writer as determined earlier?

Grade that you would realistically give this paper. ____ Why?