

Instructions for Peer Review and Individual Writing Conferences

Receiving and engaging with feedback on your writing is an essential step to drafting a strong paper. To best prepare for feedback, please follow the instructions below and on your Peer Review form carefully.

1. By **5pm on Friday, July 26**, upload your draft to the appropriate OneDrive folder. Upload either a PDF or a Word doc. Either way, use the following convention to name your file:

YourLastName_YourFirstName_Draft1

2. By **5pm on Friday, August 2**, upload your peer review forms to the appropriate OneDrive folder. You should complete two peer reviews, one for each writers whose last names come most proximately before your own. Use the following convention to name your peer review files:

Writer'sLastName_PeerReview_YourLastName

3. By **5pm on Friday, August 9**, upload your revised draft to the appropriate OneDrive folder.

- a. Put a note at the top of your document explaining the following:

- i. What stage the draft is in and what still needs to be added
- ii. Broadly, what revisions you made to your first draft
- iii. 2-3 types of feedback would be most helpful

- b. Use the following convention to name your file:

YourLastName_YourFirstName_Draft2

4. Schedule a time to meet with Elizabeth to discuss your draft. These meetings will take place on Zoom on Monday, August 12. You can schedule your meeting here: <https://calendly.com/e-lenaghan/30-minute-meeting?back=1&month=2024-08&date=2024-08-12>
5. Please be sure to read over your draft prior to your meeting with Elizabeth so that it is fresh in your mind and you are ready to discuss it.