Handout 6 (Writing): Editing Rubric

Please fill out this comment sheet for each of the reports you read (or make your own sheet with similar feedback.)

0) What kind of reader is this report aimed at? How do you know? Do you think the report will appeal to its intended readership? If not, suggest ways to better target the intended audience.

1) Comment on the clarity & coherence of the document overall. Please comment on one or more things the writer did well overall, and one or more things they can improve on overall. (You may want to answer this question last.)

Positive:

Can Improve:

2) Now, please read the report carefully and pay attention to whether it follows the principles of clarity. Point out places where these principles are not followed (and where you feel that following them would improve the text.) Also give other types of editorial feedback, such as about grammar. You can write your feedback on a separate page, or directly in the text.

Recall the principles of clarity are:

- **Characters as subjects**. Use main characters in your "story" as subjects of most sentences.
- **Actions as verbs**. Express the main actions performed by or on these characters as verbs, not nouns.
- **Old before new**. Begin sentences with familiar information, and end them with information readers cannot predict.
- **Short before long**. Begin with a short, easily grasped segment of information that frames the longer, more complex segments that follow. This principle applies not only to sentences but also to paragraphs, sections, and whole documents.

3) Comment on whether each of these principles of coherence is followed, and if not, suggest how the text could be altered to follow it (provided doing so would improve the text.)

1) Introduction: Motivate readers to read carefully by stating a problem they should care about.

2) State your point or solution at or near the end of that introduction.

3) In that point, introduce important concepts that you will develop in what follows.

4) Make everything that follows relevant to your point.

5) Make it clear where each part/section begins and ends.

6) Order parts in a way that makes clear and visible sense to your readers.

7) Open each part/section with its own short introductory segment.

8) Put the point of each part/section at the end of that opening segment.

9) Begin sentences that form a unit with consistent subjects / topics.

10) Create cohesive old-new ties between sentences.

11) Start with simple, easy-to-grasp examples, then move to more general theories.

4) Comment on the overall use of mathematics, paying attention to the issues we discussed in class. Suggest improvements, if needed.