Peer Doc: Directness-Simplicity-Relevance Editing Checklist

Instructions

Use this checklist to review prompts or outputs. For each point, check ( ) if it passes, or note changes needed.

Ideal for:

- Peer review of class exercises

- Quick self-edit before submitting prompts

- QA in collaborative docs

1. Directness

[ ] Clear Request: The intent of the prompt is obvious. No ambiguity about what is being asked.

[ ] Action-Oriented: Uses clear verbs ("Summarize", "List", "Convert") instead of vague or passive language.

[ ] No Fluff: Removes greetings, extra context, or indirect phrasing ("Could you maybe..." becomes "Summarize the...").

[ ] Specificity: Includes concrete details (e.g., "in exactly 50 words", "output as YAML") so the LLM/user knows exactly what is expected.

2. Simplicity

[ ] Short Sentences: Breaks up long sentences; avoids nested/complex phrasing.

[ ] Familiar Language: Uses words an intermediate reader (B1-B2 CEFR) would understand.

[ ] Minimal Jargon: Any domain-specific terms are either defined or replaced with common terms.

[ ] Single Instruction per Step: Each instruction is a stand-alone sentence or bullet, not run-ons.

3. Relevance

[ ] On-Task: Every instruction or detail directly supports the goal-no tangents or unrelated info.

[ ] No Redundancy: Repeated words, phrases, or ideas are eliminated.

[ ] Input-Output Match: Output format matches the instructions; e.g., if YAML requested, output is YAML only.

[ ] Necessary Context Only: Background or examples are included only if they clarify the task.

Quick Pass Scoring

10-12 points: Ready to deploy

7-9 points: Good, but edit for clarity or conciseness

0-6 points: Needs revision-focus on directness, simplicity, or relevance

Tips

- If the meaning is unclear, ask: "What is the minimum needed for the task?"

- If in doubt, run the prompt through a readability checker (Flesch or CEFR).

Example: Before and After

Before:

"Could you maybe please provide a summary about the main ideas of the article below, in any way you think works, and don't worry too much about the format."

After:

"Summarize the article's main ideas in exactly 50 words. Output as a bulleted Markdown list. No intro."

Remember

Directness, simplicity, and relevance make prompts-and peer feedback-work for everyone!