

Peer Review Process



Technical Writing

Agenda

- Overview Peer Review
- Proof reading marks and annotations

Extra Eyes

- Hours and hours of looking at the same document on the computer screen, your mind can gloss over errors that someone else will see



Goals of Peer Review



- Learn how to read carefully a piece of writing (whether your own or another writer's) with attention to the **details**
- Learn how to strengthen writing by taking into account the responses of **actual** and **anticipated readers**

Goals of Peer Review

- After years of writing for an instructor, soon your writing will need to focus on new audiences



Peers



Management



Clients

Goals of Peer Review

- Learn how to formulate and communicate **constructive feedback** on a peer's work
- Learn how to **gather** and **respond** to feedback on your own work



Constructive Feedback

- is to improve the outcome for the final written product
- must always focus on the work rather than the person
- give the feedback that you would want to receive

Constructive Feedback

- Respond like a **reader**—not a grader
- Use the **first person** singular
 - I think.... I read.... I don't understand
- Be **positive**, but **honest**
 - You need to strike the delicate balance between truth and kindness
- Suggest how the peer can do better

People ask you for
criticism,
but they want only
praise.

Somerset Maugham

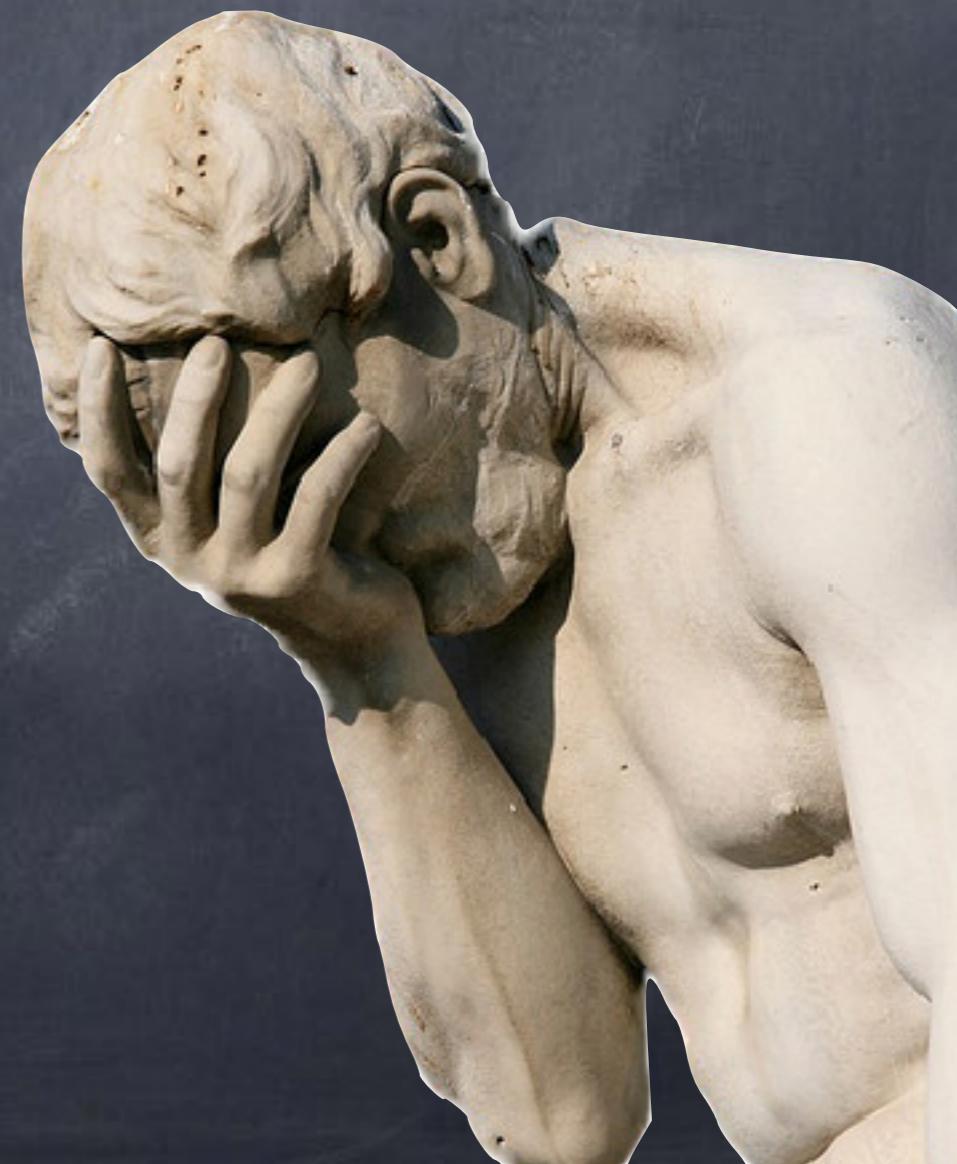
Giving Good Constructive Feedback

Carolyn Kaufman

- Go in with the right attitude: **to help the other person**
- Critique the story, not the storyteller
- Contempt has no place in a critique
- Point out the positives as well as the problems
- Remember that your suggestions are just that - your suggestions

Common Writing Mistake by Engineers

Believing
grammar and
spell check
catch all errors



Wording

- Correct words for the context and author's intended meaning
- Appropriate sophistication & jargon for the intended audience
- Choose the right word, not a word to impress the reader
- Intended spelling of words used

Reading aloud

- A method to help catch errors when your mind's eye sees what you believe to be written
- Text to speech functionality



Read For

... erste wieder verlor gänzlich die Abwehr foulte man gegenspieler im Strafstoß durch folgenden Elfmeter der bestig total die Linie und dass kein weiteres Ger auch bekam man das Einknussten Torchancen. Viel zu oft hätte an ausgelassen. Spielführung in der Taktiklücke heraus erzielte eine schwierige

Gesundheitssport für Kinder und Jugendliche. 10-12 Uhr ASV-Sportleiterin: Barbara Schulte (1. Vorsitzende, Geschäftsführerin)

Gymnastik: ab 10:30 Uhr Hallenbereich Übungsleiterin: Ingo Meyer (Tel.: 030-20900-200) Info: Gymnastik an der Bewegung (Kinder- und Jugendklasser (gerne Kleidung))

Fitness: Fitness-Montag: 19-21 Uhr ASV-Sport Montags, 19-21 Uhr Diana Pappo Übungskräfte: Diana Pappo Info: Wer kann seine Kör

Power-Fitness: Montags, 17:45-18:45 Uhr Übungskräfte: Sandra Alten (Tel.: 451388) Info: Steigerung der Kon

Bauch, Beine und Po unter Gruppe)

Fitness für Frauen: Donnerstag, 20:30-21:20 Uhr Übungskräfte: Sylvia Krämer Info: Allgemeine Kraft- und Stretching

Damen-Gymnastik: Montags, 20-21 Uhr Übungskräfte: Barbara Schulte (1. Vorsitzende, Geschäftsführerin)

Read for

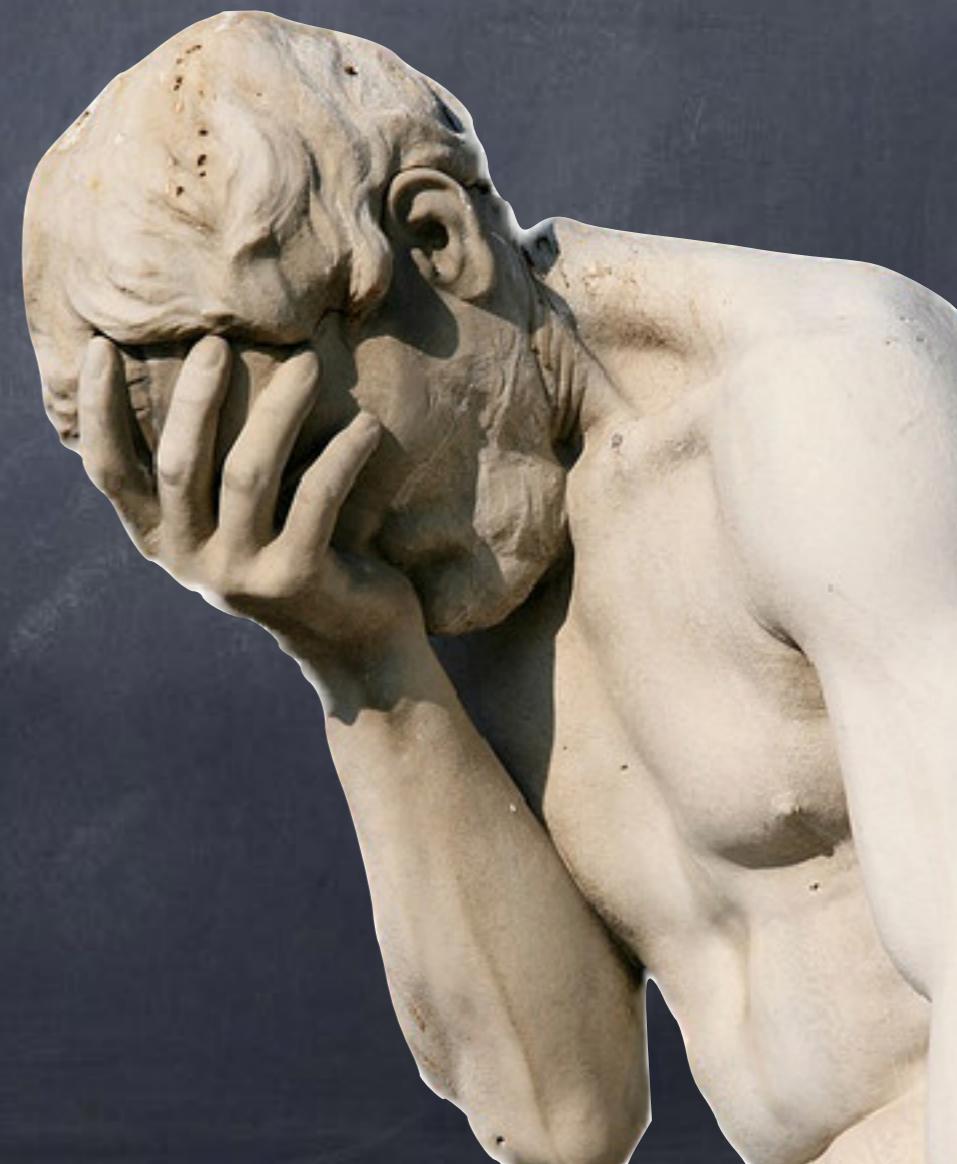
- Flow/Organization
- Wording choices
- Transitions
- Clarity
- Brevity
- Grammar
- Spelling
- Punctuation
- Awkward sentence construction
- Passive Voice
- Inappropriate Jargon

Flow/Organization

- Can you make a simple outline of the paper just by reading it?
- Is the thesis statement evident?
- Are main points clearly articulated?
- Do all the main points support the thesis statement?
- Does the conclusion wrap up the main points?

Common Writing Mistake by Engineers

Flow &
organizational
pattern difficult to
understand/detect



Structure

- Use paragraphs to transition between ideas/thoughts
- Introduction, Body, and Conclusion
- Watch for run-on sentences and paragraphs

Run-ons

- A single thought to a sentence or paragraph
- Run-on sentences should be broken up
- Compound versus Run-On sentences

Fragments

- **Fragment:** She decided to major in petroleum engineering.
Even though it would take five years.
- Revision: She decided to major in petroleum engineering even though it would take five years.
- **Nonproblem fragment:** The Kinectimals video game lets players pet a virtual pet on their TV screen. **But not actually groom their pets remotely!**
- Revision: The Kinectimals video game lets players pet a virtual pet on their TV screen—but not actually groom their pets remotely!

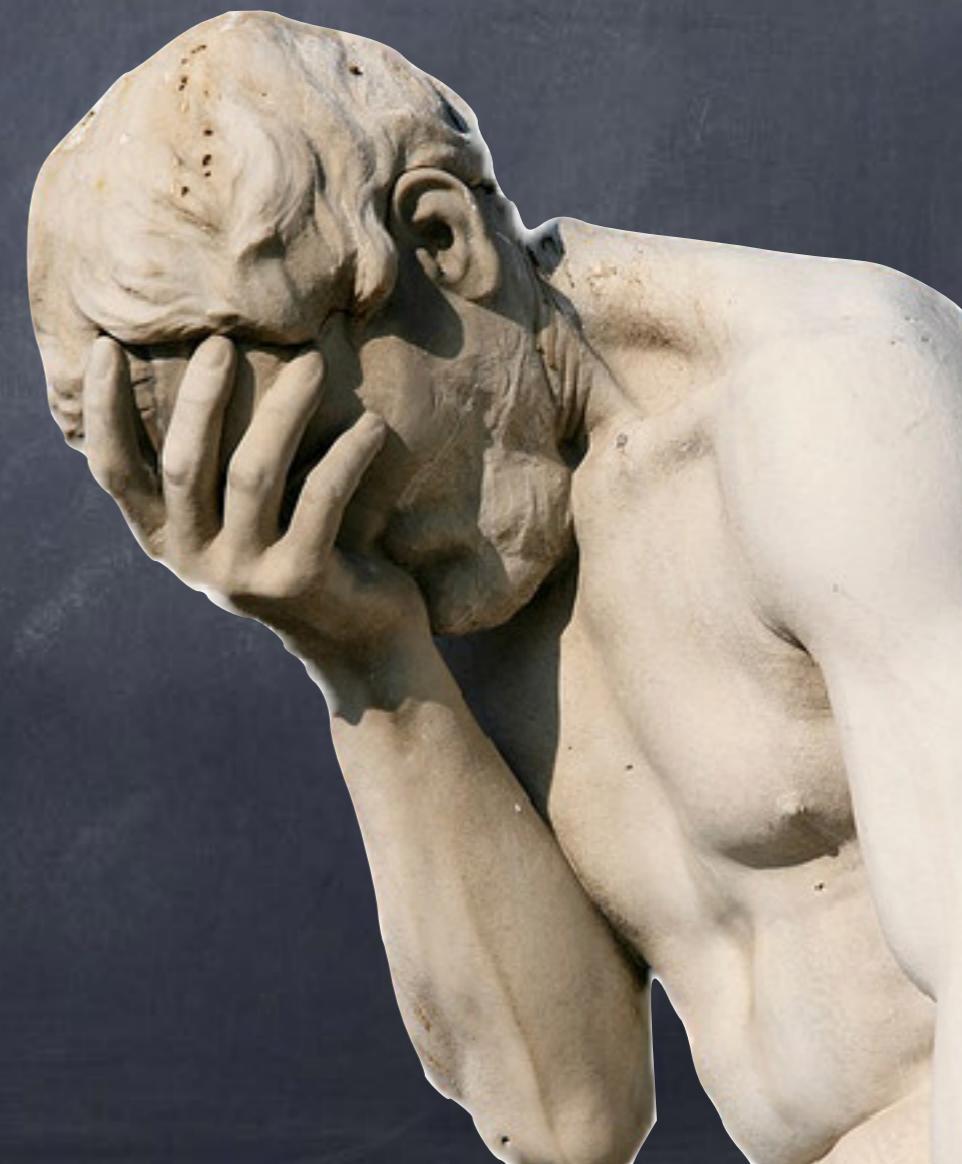
Transitions

- Signal to the reader the paper is starting a new idea
- Transitions are words, phrases, or sentences that show a relationship between or bridge ideas

Audience This Way

Common Writing Mistake by Engineers

Addressing all(or most) the required parts of an assignment but without organization is not sufficient for completing an assignment



Verbal Diarrhea

- Written document with no coherent organizational pattern
 - Can be quite extensive in length
 - May or may not address the topic/assignment
-  Also known as a brain dump or homework assignments created after midnight and/or while consuming high amounts of caffeine

Jargon

- Remember your audience & purpose
- Engineering jargon is fine for an engineering audience generally*
- Field specific (transportation, structures, fluids, etc) might not be appropriate for a more general engineering audience
- Glossary or in-text explanation

Brevity v Clarity

- Concise wording must be weighted against clarity of meaning



- Too much brevity can confuse the reader
- Too much details can confuse the reader

Tone

- Most technical/business writing is in the third person and impersonal
- Seldom is “I” language used
- Professional reports and documents should not be conversational in tone

Active Voice

- In a sentence written in the **active voice**, the subject of sentence *performs* the action.
- In a sentence written in the **passive voice** the subject *receives* the action.



Joe punched the bar bouncer.
Joe was kicked out of the bar.

Active Voice

- Sentences written in the active voice are less wordy than those in the passive voice - and cutting unnecessary words always improves a piece of writing.



Proof Reading

Tips for proof reading

- Read aloud
- Walk Away
- Be free of distractions

Proof Reading

number of books printed
bookseller can afford to stock
small proportion. What becomes
They are not published at all;
imperfectly published. Hundreds
produced every year which are offered
the public for sale, or are offered
published half fine - mere
royalty - poor job.

Annotations

Copy editing marks

A	E	Delete	F2	L	Flush Left	bf<i>it</i>	Set in Bold Face Italic
I	U	Insert	FR	R	Flush Right	lf	Set in Light Face
C	J	Join	CE	C	Center Horizontally	wf	Wrong Face
M	V	Move closer	CV	V	Center Vertically	H	Hyphen
S	S	Space	[and]	and	Move to the next line	ed	En Dash
A	A	Add Space	[end]	end	Move to the preceding line	em	Em Dash
ds	ds	Delete Space	Ind 1 em	Ind 1 em	Indent 1 em	sp	Superscript
TW	TW	Transpose Word	Ind 2 em	Ind 2 em	Indent 2 em	sub	Subscript
TL	TL	Transpose Letters	P	P	Paragraph	;	Comma
/	/	To separate two or more marks	All Caps	All Caps	All Caps	'	Apostrophe
Stot	Stot	Let it Stand (ignore correction)	Small Caps	Small Caps	Small Caps	.	Period
M	M	Move Left	Caps & Small Caps	Caps & Small Caps	Caps & Small Caps	:	Semicolon
M	M	Move Right	Cap	Cap	Capital Letter	(Colon
M	M	Move Up	lc	lc	Lower Case)	Quotation Marks
M	M	Move Down	Em	Em	Set in Roman	{/}	Parentheses
A	A	Align Vertically	Ital	Ital	Set in Italic	Bf	Brackets
A	A	Align Horizontally	Set in Bold Face	Set in Bold Face	Set in Bold Face		

Annotations

- Should be clearly written or typed using the Microsoft Word comment feature
- Remember “I” language (I don’t understand, I find this unclear, I really like this section)
- Note positive as well as areas for improvement
- Suggestions for revision

Copy editing marks

s	<u>e</u>	Delete	FL		Flush Left	bF italic	Set in Bold Face Italic
		Insert	FR		Flush Right	lf	Set in Light Face
		Join	HC		Center Horizontally	wf	Wrong Font
		Move closer	VC		Center Vertically		Hyphen
#		Space	[and]		Move to the next line		En Dash
		Add Space	end.		Move to the preceding line		Em Dash
#		Delete Space			Indent 1 em		Superscript
		Transpose Word			Indent 2 ems		Subscript
		Transpose Letters			Paragraph		Comma
/		To separate two or more marks			All Caps		Apostrophe
<i>Stet</i>		Let it Stand (ignore correction)			Small Caps		Period
		Move Left			Caps & Small Caps		Semicolon
		Move Right		<i>Caps</i>	Capital Letter		Colon
		Move Up		<i>lc</i>	Lower Case		Quotation Marks
		Move Down		<i>Rom</i>	Set in Roman		Parentheses
		Align Vertically		<i>ital</i>	Set in Italic		Brackets
		Align Horizontally		bF	Set in Bold Face		

Copy editing marks

Instructor Favorites

WC

Word Choice

RO

Run-on Sentence

AWK

Awkward

?

Confusing

SP

Spelling

PV

Passive Voice

Cite

Need Reference



Move

USC

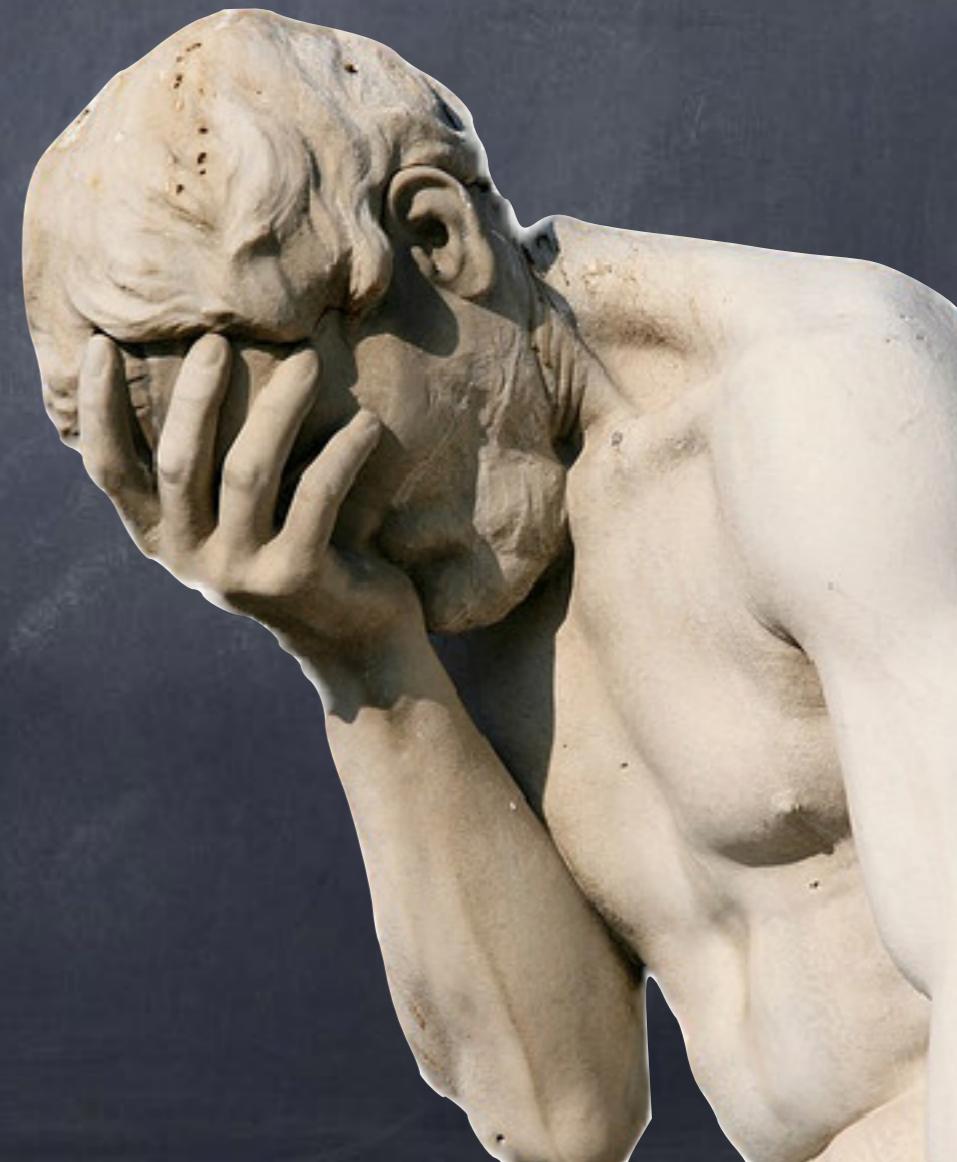
Unsupported Claim



Paragraph

Common *Everyone* Writing Mistake by ~~Engineers~~

Spell check doesn't
catch properly
spelt words used
incorrectly



Reviewer Checklist

- Logical organization and transitions
- Introduction, Body, and Conclusion
- Clearly articulated thesis statement
- Meet requirements for the assignment
- Free of grammar, spelling, and punctuation errors

Reviewer Checklist

- Main points clearly stated
- Claims supported with facts, data and references
- Citations used when referencing external sources



Processing Feedback

Open Mind



- Approach comments and feedback with an open mind
- Not all suggestions need to be adopted
- Ultimately you are the final editor

Implementing Changes

- Versioning a document
 - Filename change
 - Track changes
- Don't blindly accept all suggested changes
- Review changes and consult with the reviewer if unclear

Computer Tools

- Spelling and grammar checkers are getting better, but they are not perfect
- Process feedback from tools, like Grammarly, the same way you would from a peer

Gratitude

- Always express your gratitude to those who take the time to read and comment on your drafts
- Be willing to return the favor