**Student Writer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Peer Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ask your partner where they would like you to make notes – on this worksheet, in an email, on a copy of the draft, etc.

**1. Student Writer: Explain your questions about the content or changes that you made from the first draft that you would like feedback on.**

**Peer Reviewer: Respond to the student writer’s questions/concerns.**

**2-6 Peer Reviewer check and make notes**

**2. Format:** Has the author used paragraph indents or line spaces between paragraphs (not both)? Is there a single space after punctuation where appropriate? Does the author have paragraphs that are shorter than four lines or longer than one full page?

**3. Transitions**

* Check each topic sentence in the body of the essay and see if the student has used appropriate transition words and signal phrases.

**4. Article, Book, and Source Titles; Authors’ Names**

* Check each title/author’s name in the essay and make sure they follow these formatting standards:
  + Article titles in quotes (“Are We Being Misled About Precision Medicine?”)
  + Newspaper/Journal/Magazine titles in italics (*The New York Times,* *Time*)
  + Book titles in italics (*Catcher in the Rye*)
  + Author’s full name used when first introduced; last name only used after first mention. (Author Liz Szabo argues that… Szabo also mentions that…)

**5. Citations**

* Look for in-text citations for every direct quote from outside sources.
* Check to see if in-text citations match the reference list and vice versa.
* Check to see if the reference list is formatted correctly. If something is missing or incorrect, make a note. Use resources to help you!

**6. Grammar/Formatting**

Read your partner’s essay and make a note about anything that is confusing or seems off.

* **Capitalization**
  + Beginning of every sentence
  + Titles and names
* **Numbers**
  + Spell numbers from zero to ten.
  + Write the numerals for numbers 11 and above, decimals, fractions, dates, etc.
* **Fragments**
  + Change all sentences beginning with And, But, or So.
  + Check all sentences beginning with a subordinator (Because, Although, Since, etc.) to make sure there is a main clause with the subordinate clause.
* **Comma Splices**
  + Check that all sentences with commas in the middle have a connecting word (FANBOYS or a subordinator).
* **Punctuation**
  + Check for punctuation at the end of every sentence.
  + Check for spaces after commas and periods and before parentheses ().

**7. TurnItIn Report (Student author, or in conversation with peer reviewer)**

* Check the TurnItIn report on MyCourses to see if any text needs to be revised to avoid plagiarism.