

Peer Review: Instructions – Part 1

Author: _____ Date: _____

Reviewer: _____

Audience Analysis**Circle & Make Comments**

Describes Audience	Yes	No	Needs work
Includes Directive Thesis Statement	Yes	No	Needs work
Includes Purpose of Document	Yes	No	Needs work
Describes Strategy for Decision-Making	Yes	No	Needs work
States Next Steps Clearly	Yes	No	Needs work
Is Neat & Error-Free	Yes	No	Needs work

Set of Instructions**Circle & Make Comments**

Has a Clear, Limiting Title	Yes	No	Needs work
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Peer Editing: Approach

The goal of a peer review is to work together to produce a more effective work document. Since the peer review usually takes place within an ongoing relationship, you need to work to preserve and strengthen the working relationship. Remember to respect the author's feelings and sense of ownership.

- Put your pencil down and read the entire document; then edit
- Don't use a red pencil
- Try for a face-to-face meeting
- Begin with a positive statement, if possible
- Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
- Do not feel obliged to offer solutions
- Use concrete language
- Offer examples from the author's text
- Use the peer editing worksheet to guide the conversation

Includes Intro with Audience, Purpose	Yes	No	Needs work
Includes Warnings and Cautions	Yes	No	Needs work
Offers Instructions Written in Proper Format	Yes	No	Needs work
Includes Helpful Graphics	Yes	No	Needs work
Offers Trouble-shooting, Other Tips	Yes	No	Needs work
Writes Instructions as Second Person Orders	Yes	No	Needs work
Uses Appropriate Level of Formality	Yes	No	Needs work
Presents Attractive & Professional Appearance	Yes	No	Needs work
Shows Use of Outside Sources	Yes	No	Needs work
Is Neat & Error-free	Yes	No	Needs work

Instructions

Instructions begin with a reason for reading and completing the instructions in the order given. In addition, they are:

- *Written in the second person (direct address or "you" statements).*
- *Start with an active verb.*
- *Use parallel construction.*
- *Tell the reader to do 1 step at a time.*
- *Are numbered sequentially.*
- *Offer additional helpful information after the instruction.*
- *Include graphics where they are helpful.*