Peer Review: Instructions – Part 2

Author: _____ Date: _____

Reviewer: _____

Cover Memo	Circle & Make Comments		
Uses Proper Memo Format	Yes	No	Needs work
Introduction: Includes Name of Document	Yes	No	Needs work
Body: Includes Contents & Value of Document	Yes	No	Needs work
Conclusion: Offers Next Steps, Shows Value for Relationship	Yes	No	Needs work
Uses Proper Tone & Level of Formality	Yes	No	Needs work
Makes You Want to Read the Instructions	Yes	No	Needs work
Is Neat & Error-Free	Yes	No	Needs work

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

PowerPoint Presentation	**Circle & Make Comments**		
Has a Clear, Limiting Title	Yes	No	Needs work
Addresses Company Management	Yes	No	Needs work
Has a Clear Purpose for Document	Yes	No	Needs work
Includes Overview of Project	Yes	No	Needs work
Offers Brief Description of Audience Needs	Yes	No	Needs work
Briefly Describes Usability Testing	Yes	No	Needs work
Describes How Test Results Influenced 2nd Draft	Yes	No	Needs work
Concludes with How Document Is Successful	Yes	No	Needs work
Uses Appropriate Level of Formality	Yes	No	Needs work
Is Neat & Error-free	Yes	No	Needs work

Presentations

Experienced presenters know that they, the speaker, are the presentation – not the slides or other props. It is the speaker's ability to connect to the audience that determines the effectiveness of a presentation.

Some tips that experienced speakers offer include:
- Write your outline or comments first
- Then develop your slides
- Minimize text on slides
- Include an informative heading on slides
- Use more graphics than text on slides – why? People remember pictures more than words
- Tell stories. Why – People remember examples, anecdotes, stories faster than they recall statistics or graphs
- Use the "Notes" section of .ppt to capture your remarks – don't put your speech on the slides
- Rehearse, don't just practice

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Makes Mgt. Want to Review Instructions   Yes   No   Needs work

_____

Additional Comments: _____

_____

Works Cited	**Circle & Make Comments**		
Uses Proper Bibliographical Format	Yes	No	Needs work
Integrates www.MS.com	Yes	No	Needs work
Uses Advice from www.presentations.com	Yes	No	Needs work
Cites a Journal Article	Yes	No	Needs work
Cites a Source on Usability Testing	Yes	No	Needs work
Includes Text as Source	Yes	No	Needs work
Is Neat & Error-Free	Yes	No	Needs work

Sources

Technical people and academics expect to see sources in any document that tries to persuade them to believe something. As the writer, you must determine how and where to integrate those sources.

- *For some audiences, this may mean footnotes[1] or in-text parenthetical citations (Deming, p. 343).*

- *Other audiences may be satisfied with in-text attributions. For example: "According to a 2006 NHTSA study, eight of nine accidents…"*

- *Still other audiences will be satisfied with a list of "Sources" or "Works Consulted" or "Further Reading" at the end.*

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