

# Peer Editing Guidelines

Twice during the quarter, you will be given someone else's (anonymous) Listening Report to edit. Your job is to present constructive criticism and specific suggestions to improve the report.

## Checklist

1. I recommend that you use one photocopy of the report to use for scribbling your ideas and draft suggestions; keep the other one 'clean' for now.
2. To evaluate the content, you may want to **re-listen** to the piece discussed in the report! Consider the "Content" components listed in the "Listening Report" guidelines. Read carefully—MANY student papers contain analytical or factual errors. Part of your grade is based on spotting these mistakes.
3. To evaluate the writing, use **Hacker** and your own writing skills. Use the "Mechanics" listed in the "Listening Report Guidelines" as an additional checklist.
4. You will return an "**edited**" **copy** of the original report. On the report itself, you should neatly write in the correct "Hacker codes" when you encounter usage mistakes. Correct typographical errors, suggest stronger verbs, and fix punctuation as necessary. If it's easier in spots just to rewrite a sentence (or paragraph), attach a typed sheet with your suggested revision(s), with a notation in the report itself that refers the reader to those revisions.
5. Include a separate typed (double-spaced) page that summarizes your **reactions** to the report (first-person voice is okay here); be sure to describe what you perceive as the strengths of the report, as well as any general suggestions you might have to improve the writing. Did you learn anything about writing from reading this report? Did you learn anything about the piece itself? Be tactful, courteous, and supportive; your peer will be given an anonymous copy of your comments and editorial suggestions. Organize your comments!
6. Attach a **cover sheet** with your name and the title of the piece that the original report addressed.
7. Make a **photocopy** of all these materials (you'll turn in the original AND the photocopy). Make sure the copy is legible!! (Set the copier to a darker exposure if necessary.)
8. Your editing job will be **evaluated** on the accuracy and effectiveness of your suggestions, and the way in which they are presented.

## Grading

The point distribution for each of your editing assignments is:

Accuracy of corrections (6)	<b>Point Scale:</b>	A	18-20 points
Thoroughness (6)		B	16-17
Effectiveness of suggestions (4)		C	14-15
"Tone" of your write-up (4)		D	12-13

## Score Busters

Grammatical, spelling, and typographical errors in <u>your</u> write-up	= -.10 each
Turned in late	= -2 points per day
No cover sheet	= -2 pts.
No 'reactions' page	= -5