

CHAPTER 1 PEER EDITING

PAPER TITLE: _____

AUTHOR: _____

EDITOR: _____

<input type="checkbox"/> yes	<input type="checkbox"/> no	<p>I. PARAGRAPH FORM Does the paragraph follow the PARAGRAPH FORM GUIDES outlined on pg. 3 of your syllabus. If not, from the list below, indicate where the problem areas lie.</p> <p style="text-align: center;"> <input type="checkbox"/> NAME... <input type="checkbox"/> TITLE <input type="checkbox"/> MARGINS <input type="checkbox"/> INDENTATION <input type="checkbox"/> TYPED <input type="checkbox"/> DOUBLE-SPACED </p>
<input type="checkbox"/> yes	<input type="checkbox"/> no	<p>II. CONTENT Does the paragraph address all of the required ideas? If not, which ideas are missing? _____</p>
<input type="checkbox"/> yes	<input type="checkbox"/> no	<p>III. GRAMMATICAL STRUCTURE Do all sentences have at least 1 subject & 1 verb, and do they express a complete thought? ***<u>UNDERLINE</u> all sentences about which you have doubts***</p>
<input type="checkbox"/> yes	<input type="checkbox"/> no	<p>IV. MECHANICS</p> <p>1. Is there a period at the end of each sentence? If not, insert a DOUBLE line () at the point where one is needed.</p> <p>2. Are commas used correctly? If not, insert a TRIPLE line () at the point where one is needed or missing.</p> <p>3. Are capital letters used correctly? If not, insert a SINGLE LINE () under the letter that either must or mustn't be capitalized.</p>

CHAPTER 2 PEER EDITING

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EDITOR: _____

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>I. PARAGRAPH FORM Does the paragraph follow the PARAGRAPH FORM GUIDES outlined on pg. 3 of your syllabus. If not, from the list below, indicate where the problem areas lie by putting a check in the box(es) below.</p> <p style="text-align: center;"> <input type="checkbox"/> NAME <input type="checkbox"/> TTLE <input type="checkbox"/> MARGINS <input type="checkbox"/> INDENTATION <input type="checkbox"/> TYPED <input type="checkbox"/> DOUBLE-SPACED </p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>II. REQUIRED CONTENT</p> <p>1. Are both affirmative & negative commands used to give instructions?</p> <p>2. Are modal verbs (can, must, should) used to give instructions?</p> <p>3. Are some of the instructions combined into a single COMPOUND sentence using AND, BUT, & OR as coordinating conjunctions?</p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>III. GRAMMATICAL STRUCTURE - <u>UNDERLINE</u> all word(s) / sentences about which you have doubts Do all sentences have at least 1 subject & 1 verb, and do they express a complete thought?</p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>IV. MECHANICS</p> <p>1. Is there a period at the end of each sentence? If not, insert a DOUBLE line () at the point where one is needed.</p> <p>2. Are commas used correctly? If not, insert a TRIPLE line () at the point where one is needed or missing.</p> <p>3. Are capital letters used correctly? If not, insert a SINGLE LINE () under the letter that either must or mustn't be capitalized.</p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>V. ORGANIZATION Are TIME/ORDER transitions used for each step of the instructional process? If not, indicate where one is needed.</p>

CHAPTER 3 PEER EDITING

PAPER TITLE: _____

AUTHOR: _____

EDITOR: _____

<input type="checkbox"/> YES <input type="checkbox"/> NO	I. PARAGRAPH FORM Does the paragraph follow the PARAGRAPH FORM GUIDES outlined on pg. 4 of your syllabus. If not, from the list below, indicate where the problem areas lie by putting a check in the box(es) below. <input type="checkbox"/> NAME <input type="checkbox"/> TTITLE <input type="checkbox"/> MARGINS <input type="checkbox"/> INDENTATION <input type="checkbox"/> TYPED <input type="checkbox"/> DOUBLE-SPACED
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	II. REQUIRED CONTENT 1. Does the author present at least FIVE reasons for visiting this place? 2. For each of the five reasons, does the author give TWO specific examples to justify/illustrate each reason? 3. Does the author make use of COMPOUND & COMPLEX sentences?
<input type="checkbox"/> YES <input type="checkbox"/> NO	III. GRAMMATICAL STRUCTURE - UNDERLINE all word(s) / sentences about which you have doubts Do you see any errors in grammar (e.g., verb tense, subj./verb agreement, prepositions)? If so, point them out?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	IV. MECHANICS 1. Is there a period at the end of each sentence? If not, insert a DOUBLE line () at the point where one is needed. 2. Are commas used correctly? If not, insert a TRIPLE line () at the point where one is needed or missing. 3. Are capital letters used correctly? If not, insert a SINGLE LINE () under the letter that either must or mustn't be capitalized.
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CHAPTER 4 PEER EDITING

PAPER TITLE: _____

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EDITOR: _____

<input type="checkbox"/> YES <input type="checkbox"/> NO	I. PARAGRAPH FORM Does the paragraph follow the PARAGRAPH FORM GUIDES outlined on pg. 3 of your syllabus. If not, from the list below, indicate where the problem areas lie by putting a check in the box(es) below. <input type="checkbox"/> NAME <input type="checkbox"/> TTITLE <input type="checkbox"/> MARGINS <input type="checkbox"/> INDENTATION <input type="checkbox"/> TYPED <input type="checkbox"/> DOUBLE-SPACED
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	II. REQUIRED CONTENT 1. Does the author present at least FIVE qualities a GOOD boss must have? 2. For each of the five qualities, does the author give TWO specific examples that illustrate the quality? 3. Does the author make use of COMPOUND sentences with AND, BUT, & OR as coordinating conjunctions?
<input type="checkbox"/> YES <input type="checkbox"/> NO	III. GRAMMATICAL STRUCTURE - UNDERLINE all word(s) / sentences about which you have doubts Do you see any errors in grammar (e.g., verb tense, subj./verb agreement, prepositions)? If so, point them out?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	IV. MECHANICS 1. Is there a period at the end of each sentence? If not, insert a DOUBLE line () at the point where one is needed. 2. Are commas used correctly? If not, insert a TRIPLE line () at the point where one is needed or missing. 3. Are capital letters used correctly? If not, insert a SINGLE LINE () under the letter that either must or mustn't be capitalized.
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<input type="checkbox"/> YES <input type="checkbox"/> NO	I. PARAGRAPH FORM Does the paragraph follow the PARAGRAPH FORM GUIDES outlined on pg. 4 of your syllabus. If not, from the list below, indicate where the problem areas lie by putting a check in the box(es) below. <input type="checkbox"/> NAME <input type="checkbox"/> TTITLE <input type="checkbox"/> MARGINS <input type="checkbox"/> INDENTATION <input type="checkbox"/> TYPED <input type="checkbox"/> DOUBLE-SPACED
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<input type="checkbox"/> YES <input type="checkbox"/> NO	III. GRAMMATICAL STRUCTURE - <u>UNDERLINE</u> all word(s) / sentences about which you have doubts Do you see any errors in grammar (e.g., verb tense, subj./verb agreement, prepositions)? If so, point them out?
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