

- Read a draft all the way through **before** you begin to comment on it.
- Point out the **strengths** of the draft.
- When discussing areas that need improvement, be nice. Offer **appropriate, constructive comments** from a reader's point of view.
- Before giving your written comments to the author, **reread your comments to make sure they are clear and make sense.**
- **Be respectful and considerate** of the writer's feelings.
- **Use "I" statements.**
- **Offer suggestions, not commands.**
- **Raise questions** from a reader's point of view, points that may not have occurred to the writer.
- Make sure comments are **specific** (not "This paper is confusing. It keeps saying the same things over and over again" but rather "It sounds like paragraph five makes the same point as paragraphs 2 and 3.").
- Avoid turning the writer's paper into YOUR paper.

Complete the following sentences:

The author's main point is _____

I like _____

I wonder _____

I suggest _____

Then, more specifically, complete these sentences:

The introduction makes the reader (curious/interested about the essay?) _____

The essay cited sources (effectively, rarely, never?) _____

The essay is organized (sufficiently? somewhat? in a logical order?) _____

The essay's details are (rich? evocative? insufficient?) _____

The essay has a (strong, somewhat weak) _____ conclusion.

Finally, circle the quotations or uses of sources that are smoothly integrated, properly formatted, and clearly supportive of the point they are making.

Put a dotted circle around the use of sources that seem awkward.

→ Put an arrow in the margin next to any quotation that is not cited or not formatted in MLA (author page).

Underline any quotations that need more explanation or analysis.