Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Editing

Editing is the process of organizing, correcting, condensing, and performing other modifications to a text. In the editing process you are looking for correct grammar, spelling, punctuation, paragraph structure, etc.

Today, we will be focusing on the following things:

PARAGRAPH STRUCTURE

|  |  |
| --- | --- |
| \_\_\_\_\_\_ | Each time a new person/thing speaks or thinks |
| \_\_\_\_\_\_ | Each time a new idea is introduced |
| \_\_\_\_\_\_ | Tab button is used to indent, not spaces |
| \_\_\_\_\_\_ | There is no extra space between paragraphs |

THE BASICS

|  |  |  |
| --- | --- | --- |
| **YES**, they have it | **NO**, they don’t have it | Description of Convention |
|  |  | Name is on the top of the paper |
|  |  | Font is size 12 |
|  |  | Title is 14 and centered |
|  |  | Font is black, not bolded |
|  |  | Font is either: Arial, Times New Roman, or Calibri |
|  |  | Story is double spaced |
|  |  | Story is no shorter than one page, no longer than 2 |

Peer Revision

Revision is the process of looking at your message and your ideas, and continuing to alter and change them. Revision is often a process that is never completed. Where editing can be finalized, we can always go back and revise our work; adding new ideas, clarifying and changing them.

|  |  |
| --- | --- |
| Warm Comments  **One thing I really liked about your writing is:**  This should be a comment on style, not just “you’re a good writer.” Be specific! | Cool Comments  **One thing I think you could work on is:**  Positivity is key. Don’t say nothing. Each of us has something we can improve on. Choose an option like details, descriptive language, etc. |
|  |  |

**ON THEIR PAPER:**

* Place a **star** (✩) next to one place you think they could add more detail.
* Place a **smiley face** (😊) next to your favorite part of the story.
* Place a **eyeballs** (👀) next to one place you think the author should look over again.