

Peer Review for Instructions Assignment

Your name: _____ Your Peer's Name: _____

First, please read your peer's instructions all the way through, without making any marks on your peer's paper.

What do you like most about your peer's instructions? Write your comments below:

On a general level, what do you think your peer needs to address during revision?

Now, turn to your peer, and ask him/her what he/she wants you to focus on in your second read-through. Write those remarks below:

Read the instructions again, marking problems/strengths as you go. Then, complete the remaining questions.

Global-level issues:

1. What task does your peer address with his/her instructions? Do you have any comments for your peer on his/her title?

2. Please suggest ways for your peer to improve the overall format of his/her document. Pay particular attention to white space, item numbering, and use of graphics. Comment on these.

3. Returning to graphics – are the images used appropriate, effectively labeled (below each and within the text), and cited?

4. Besides a numbered set of steps, does your peer include any introductory material or “follow-up” advice? Comment.

5. After reading these instructions, how easily do you think you might be able to perform this task? If your answer is “not so easily,” what information would you still need to succeed?

Local-level issues:

1. Does your peer use simple and direct phrasing? If no, how might he/she improve this?

2. How many steps does your peer’s document include? Do these steps seem to be in a logical order, with “parallel” sentence structures (meaning, the same structure, generally, or tone, in each sentence)?

3. On your peer’s draft, be sure to mark any spelling, sentence-clarity, word-choice, and punctuation flaws.

Finally, email your thorough comments, and your marked-up draft of your peer’s instructions, back to your peer.