The idea of peer feedback is to help your partner improve their writing. Your comments may be more useful to your partner than the instructor’s comments. Moreover, it’s good to get different perspectives and responses to a piece of writing. Use this checklist as a guide in checking your partner’s paper. Write your comments (both positive and negative) and then **discuss** them.

Note: teams and team members are paired up for this exercise.

1. Read the other team’s introduction and conclusion section and comment on them as a team (Part 1). Get briefly together with the other team to give your comments
2. Read the individual part of another student from the opposing team and comment on that using the checklist (Parts 2-4). After that, discuss the comments with the other person. Note this person will also be your opponent in the final presentation.
3. Get together with your own team and discuss the changes you need to make.

|  |  |
| --- | --- |
| **PART 1: INTRODUCTION & CONCLUSION** | **YOUR TEAM’S COMMENT** |
| INTRODUCTION  Is the situation-problem-solution-evaluation pattern clear and effective? Label the four parts to see how easy they are to identify. Could the introduction be improved somehow? |  |
| CONCLUSION  Is it clear from the conclusion what the recommended solution is and how it will solve the problem? |  |
| Any style / language-related issues that you can spot? |  |
| **PART 2: ORGANIZATION AND READABILITY (Individual part)** | **YOUR COMMENT** |
| Has the author given specific and relevant **examples and explanations** to illustrate the main points when developing the paragraphs? Are the arguments based on facts or opinions? Are there places where you feel examples, explanations or details are missing? |  |
| Are ideas and arguments logically organized? Is it clear to the reader how different ideas and sentences are connected to each other? |  |
| **Is topical (given) information in subject position**? If not, point this to the author. What strategies would you propose to enhance readability |  |
| Has the author **defined terms** that might be unclear to a non-expert reader? |  |
| Is it clear what the recommended solution is and how it will solve the problem? |  |
| **PART 3: STYLE AND GRAMMAR** | **YOUR COMMENT** |
| Has the author used informal vocabulary or informal grammatical structures? If yes, note these down and suggest improvements. |  |
| Has the author used references in a consistent way? Are the references reliable? |  |
| Are there any obvious grammatical errors? If yes, point these to the author. |  |
| **PART 4: OTHER COMMENTS** |  |
| What I liked about this text |  |
| What I learned from this text |  |