

# **PEER EDIT GUIDE SHEET: FORMAL ESSAY**

**DIRECTIONS:** READ THE ESSAY THREE TIMES. THE FIRST TIME, DO NOT COMMENT AT ALL. THE SECOND TIME, COMMENT ON AREAS “A” THROUGH “G”. THE FINAL TIME, DO “G” THROUGH “T”.

## A. Thesis

1. Is it clear and concise?
2. Is it in an appropriate place?
3. Does the essay focus on it 100% of the time?
- 4.

## B. Topic Sentences

1. Is there one present in each body paragraph?
2. Is each clearly stated and does it define a specific idea?
3. Does each accurately define the contents of the paragraph?
4. Does each clearly relate to and support the thesis statement?
5. Does all information in a given body paragraph relate to the topic sentence?

## C. CD

1. Does the essay contain the correct number of CD/chunks?
2. Is each CD a quote or a specific event?
3. Is each CD explained in sufficient detail?
4. Does each CD support the topic sentence?
5. Are the proper number of quotes present in the essay?
6. Is each quote embedded?
7. Are the absolute very best CD selected, or does it appear the writer picked “any old CD” that worked?

## D. CM

1. Is CM thoughtful? Does it show a sophisticated understanding of the CD?
2. Is CM focused, or does it drift off topic?
3. Is CM thorough: does it make it absolutely clear how the CD related to every aspect of the TS and the thesis?
4. Is proper CD/CM ratio followed?
5. Is there evidence of weaving CD and CM?

## E. Introduction

1. Is the thesis the last sentence?
2. Is an effective introduction technique used?
3. Is there appropriate and clearly stated background info?
4. Are all stated requirements of intro followed?

## F. Conclusion

1. Is thesis statement restated?
2. Are specific key points clearly and thoroughly summarized?
3. Does conclusion go beyond mere summary? Does it broaden out?
4. Is a sense of closure established by the conclusion?
5. Are all stated requirements of the conclusion followed?

G. Transitions/Direct References

1. Are they used in all required places: each new BP, CD, idea?
2. Are transitions authentic? (Do they show how one idea relates to another?)
3. Are a variety used?

H. Sentence Structure

1. Clearly mark any sentences that are fragments, run-ons, or for some reason do not make sense.
2. Are a variety of sentence lengths and structures used throughout essay?
3. Is sentence structure purposely varied at times for an intended effect?

I. Word Choice

4. Mark all slang words, 1<sup>st</sup> or 2<sup>nd</sup> person words, redundant, words, tired words, and wrongly used words.
5. Are all verbs active and interesting?
6. Does it appear words are chosen with care?

J. Editing/Conventions

7. Mark all spelling errors
8. Mark all punctuation errors
9. Mark all capitalization errors
10. Mark all usage errors

K. MLA

1. Are all formatting specifications followed?
2. Are all CD cited?
3. Do citations contain the correct information?
4. Is Works Cited page formatted correctly?
5. Are all necessary sources present on the Works Cited page?

NAME OF PERSON WHO WROTE THE PAPER \_\_\_\_\_

SIGNATURE OF PERSON WHO REVIEWED THE PAPER \_\_\_\_\_

