

Summer 2011

To: English 304 Students
From: Allison Hitt
Date: May 20, 2011
Subject: Peer Review Instructions – Correspondence Assignment

Greetings:

Because this is our first peer review session and I am unable to be here, I wanted to provide you with specific instructions for how to best review your classmates' rough drafts.

Getting Ready for Peer Review

Everyone should have posted full rough drafts (good-news and bad-news memos, good-news and bad-news letter) as .doc files to eCampus. Open two clean copies, then open the “Peer Review Worksheet – Project #1” file and the “Correspondence Assignment—Project #1” assignment prompt. Next, stand up and move one space to the right.

Conducting Peer Review

This peer review session will be a two-part process: one that involves marking directly on rough drafts and writing summative comments at the end of the drafts.

Marking on Rough Drafts

You can make comments through Track Changes, Comments, or simply by typing in a different font color. I encourage you not to comment on issues of punctuation unless you are absolutely certain of the correct rule, but correcting misspelled words or indicating when sentences are fragments is perfectly reasonable. Most of your comments, however, should address content:

- What particular moments do you like or think work well?
- What particular moments are unclear or could use improvement?
- Did the writer fail to address anything that is listed in the scenario? Refer to the Correspondence Assignment prompt if you're unsure.

Writing Summative Comments

The second part of peer review involves writing some summative comments at the end of the rough drafts. I often like to leave these comments in a letter form. For this part of peer review, please look at the assignment criteria. For each document (good-news memo, bad-news memo, etc.), please write a *brief paragraph* that addresses what the author can do in terms of format, audience accommodation, voice, and rhetorical analysis to revise. This means you should write four very brief paragraphs at the end of the rough drafts. Please remember to also write your name after your comments; you want to take responsibility for them.

Finishing and Uploading Peer Reviewed Documents

You should have time to peer review two full rough drafts. Once you finish one rough draft, you should move to a new computer. Once everyone is finished and has returned to their original computers, peer-reviewed documents should be saved. For clarity and ease, you can save them as “Your Name’s Draft Reviewed By...” on the desktop. Please upload both files to your original post on the eCampus discussion board so that I may find them and give everyone credit.