

Writer \_\_\_\_\_ Editor \_\_\_\_\_

## Peer Editing Help List

### Content

There are certain errors that commonly appear in essays and letters. If you come across one of these in the letter you are editing, mark it with the letter that designates that type of problem.

- Repeats (**R**) – The writer repeats the same idea/phrase/sentence in more than one place.
- Evidence (**E**) – The writer does not back up his/her statement with an example or enough examples to prove the point.
- Bad example (**B**) – The writer uses a faulty example that doesn't really back up the statement.
- Misplaced example (**M**) – The writer should move this example to a different part of the letter where it would be more appropriate.
- Weak introduction/conclusion (**I** or **C**) – The introduction doesn't clearly or simply state the letter's topic or the conclusion doesn't summarize the letter clearly.

Read the letter your peer has written and answer the following questions. Remember: Overly harsh and negative language may be counter-productive. Your suggestions for improvement should be specific, clear and constructive in tone.

1. What is the letter's topic? \_\_\_\_\_

2. Does the writing stick to the topic or does it "move around" covering multiple topics?  
\_\_\_\_\_

3. Does the opening sentence or paragraph make clear what the letter is responding to?  
\_\_\_\_\_

4. Does the letter criticize or praise the article it is responding to? \_\_\_\_\_

5. Does the letter writer offer examples for the opinions or statements made? \_\_\_\_\_

Summarize the examples or evidence the writer gives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Put an "X" next to any examples that you feel should be taken out.

6. Does the letter writer need to offer better or clearer examples for the statements made?

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Can you suggest examples or evidence the writer should give?

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7. Is the letter more than 250 words? \_\_\_\_\_ How many words are in the letter? \_\_\_\_\_

8. Briefly state your overall thoughts about the letter or any additional comments you think should be taken into account.

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**Grammar and Structure**

Certain grammatical and structural errors commonly appear in essays and letters. If you come across one of these in the letter, insert a caret (^) in the actual text or circle the spot in the text where the error occurs and write the appropriate proofreader’s mark in the closest margin.

- cap - This WORD or Letter should be in capitals.
- lc - This Word should be in lowercase letters.
- ⊙ - This sentence needs a period.
- ,
- ' - This word needs an apostrophe.
- “” - This “word or phrase” needs to be in quotation marks.
- sp - This word is misspelled.
- # - Insert a ^ space here.
- ¶ - Start a new paragraph. New paragraphs should either be indented or have a line skipped between them.
- ✂ - Delete this letter, word or section.
- ⏏ - Close up space between letters
- ^ - Insert ^ here something

run-on – This sentence runs on it doesn’t have a period where it should.

frag – sentence is fragment. Not complete.

Did the letter follow the layout of a conventional business or e-mail letter? \_\_\_\_\_

What was missing?

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