**Proofreader’s Guide**

Read your classmate’s rough draft and complete the Basic Editing Checklist below. Then, read it a second time and discuss the Ideas/Organization guide with your classmate. Use the comment tool to write **constructive** comments on your classmate’s essay next to the area of essay on which you are commenting.

**Basic Editing Checklist**.

Proofreaders, highlight any of the mistakes you see below on your classmate’s essay!

*If the answer to any of the following questions is “NO,” you will need to make* ***significant*** *revisions to your essay before you turn in your final draft!*

Does the essay…

Avoid first or second person? (I, you, me, your, my, etc.)… yes\_\_\_ no\_\_\_

Avoid contractions… yes\_\_\_ no\_\_\_

Avoid using shorthand (@, b/c, etc.)… yes\_\_\_ no\_\_\_

Avoid **weak** words, such as good, bad, a lot, etc. … yes\_\_\_ no\_\_\_

Avoid simple mistakes with homophones like your/you’re;

their/they’re/there, it’s/its… yes\_\_\_ no\_\_\_

Avoid errors in pronoun/antecedent agreement? yes\_\_\_ no\_\_\_

Avoid errors in subject/verb agreement? yes\_\_\_ no\_\_\_

Contain citations telling us where the writer

got information to back up what he/she is writing… yes\_\_\_ no\_\_\_

Are the citations formatted properly ? yes\_\_\_ no\_\_\_

include a works cited page? yes\_\_\_ no\_\_\_

**Ideas/Organization Guide.**

* Does the essay begin with a convincing and interesting “hook” to get your attention, or does it simply jump into facts? Be sure to tell the writer what you see in the intro.
* Does the writer use very descriptive language to help you understand the information he/she is presenting? Suggest ways of improving the language, if necessary.
* Is the writer’s essay well organized? Does he/she use separate paragraphs to explain separate topics? Is there a clear introduction, body, and conclusion? If the essay is missing a part, or if it does not flow well, be sure to tell the writer. If it **is** well organized, be sure to tell the writer.
* Is the essay filled with opinions but is missing evidence? Here’s how you can tell—if the essay has NO citations and/or NO examples from sources, then it needs to include some. Be sure to tell the writer if he/she is missing citations, AND show him/her where citations are needed (at least one per body paragraph).
* Does the essay have an effective conclusion? It doesn’t end abruptly, does it? Does it attempt to make any connections to “the real world,” or does it attempt to explain what the point of the essay was? Be sure to tell the writer if you are satisfied with the way the essay ends.
* If you were to grade this essay according to its rubric, what would it earn? Be sure to tell the writer!