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## Paper Worksheet

This worksheet is to be filled out and turned in with the paper. NOTE: any and all categories can be modified to fit specific assignments.

1. Does your paper have a separate title page with your name and title for the paper on it?

\_\_\_\_\_

2. Is the paper at least 1800 words long (excluding title page and references) but no longer than 2400 words? Write down the number of words of your paper.

\_\_\_\_\_

3. Is the paper in 12 point Times New Roman font, double spaced, and with standard 1 inch margins?

\_\_\_\_\_

4. Is the paper written in MLA - APA format? (circle one)

\_\_\_\_\_

5. Is there a Works Cited - Reference page? (circle one)

\_\_\_\_\_

6. Does the paper include at least ten sources?

\_\_\_\_\_

7. Does the paper have an introduction with a thesis statement? Underline the thesis statement.

\_\_\_\_\_

8. Does the paper have a separate conclusion? Don't include new material in the conclusion.

\_\_\_\_\_

9. Does the paper have separate body paragraphs in the main body of the paper?

\_\_\_\_\_

10. Is the paper written in third person without exception?

\_\_\_\_\_

11. Is the paper written in the present - past tense without exception? (circle one)

\_\_\_\_\_

12. Are all contractions (such as didn't, won't, I'm, wouldn't) eliminated?

\_\_\_\_\_

13. Did you upload the paper to turnitin.com?

\_\_\_\_\_

14. Did you hand in the paper on time? If not, write down the date and time when you handed it in.

\_\_\_\_\_

## Peer Review

“All students, not just the weak writers, can benefit from draft review” (Soven 204).

### Why requiring peer-review sessions?

- Merely one peer-review session could increase the quality of the student’s final paper. This not only makes reading papers easier, it also saves grading time.
- Requiring peer review guarantees that at least one other person has read through the student’s draft. Furthermore, when students read each other’s drafts, they get yet another chance to see a different approach to the assignment and to think through the key criteria for the assignment.

### When should peer-review sessions take place? How many peer-review sessions should I assign?

- At least one peer-review session should be required for longer written assignments.
- A peer-review session should be scheduled at least one week before the assignment’s due date. By doing so, students will spend time thinking about and revising their drafts. Also, even though not all students will have complete drafts at the peer-review session, far fewer students will put off any work on the draft until the night before it’s due.
- If you assign long, complex documents, consider breaking the peer review into several short sessions. Students may, for example, focus on different aspects of the paper in each one. Sometimes, students may feel more comfortable if they move through a sequence from simply identifying a feature to evaluating it to suggesting revisions.

### How long do peer-review sessions take?

- The amount of time needed for a peer-review session varies depending on the length and complexity of the assignment. In order to make sure that no time is wasted, make sure that the students are given specific guidelines as to what is expected of them during a peer review session. Also, make sure all participating students have a copy of their paper ready by class time.
- The longer the draft or the more complex the criteria, the longer the students will take to complete a thorough peer review.
- If there is absolutely no way in which a peer review session can be carried out during class time, then it can be assigned to students as a homework assignment. Students can be required to exchange drafts at the end of the class and to have said drafts reviewed by the beginning of the following class. They could also be required to meet if class time cannot be allotted for the discussion of the reviews.

### How do I make sure that students are giving helpful feedback to each other?

- Build in incentives for helpful comments. Effective peer review can be included as part of the overall grade for the assignment. Skimming peer review comments will take just a few minutes and you’ll quickly see which students provided the most helpful commentary. Alternatively, you

can ask students to rank their peer reviewers and base the peer review part of the grade on peer ratings. Peer review helpfulness can also be graded as participation points.

- Model effective commenting. Tell the students on what to focus specifically. Make sure they mark strengths as well as things that may need improvement. Make sure comments are made and taken in spirit of helpfulness.
- Explain how to handle divergent advice. Students need not choose one of the suggested revisions, but they should note that multiple suggestions pointed at the same part of a draft typically highlight a place where some revision is necessary for readers.
- If you hold in-class peer-review sessions, circulate during the session to make sure students are on track and to intervene as necessary. Also, save a few minutes at the end of the session to discuss common problems with the class as a whole.
- You can let students pick their own peer-review partners or group members, but you might also consider assigning peer reviewers based on your knowledge of students' writing and editing skills.

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Peer Review Worksheet – General

Name of author: \_\_\_\_\_ Name of Editor: \_\_\_\_\_

Areas of concern (filled out by the AUTHOR): \_\_\_\_\_

\_\_\_\_\_

Does the paper have a title? If not, suggest one \_\_\_\_\_

Does the paper have an introduction that catches your attention? Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the topic of the paper? \_\_\_\_\_

What is the thesis? \_\_\_\_\_

How many body paragraphs does the paper have? \_\_\_\_\_

Are the paragraphs in logical order? If not, how would you suggest for them to be rearranged?

\_\_\_\_\_

Does the paper have a conclusion? Does it sum up the paper? Explain \_\_\_\_\_

\_\_\_\_\_

Does the author need to look over and fix any of the following

- |                               |                                 |
|-------------------------------|---------------------------------|
| _____ Spelling mistakes/typos | _____ Topic sentences           |
| _____ End punctuation         | _____ Subject-pronoun agreement |
| _____ Commas                  | _____ Subject-verb agreement    |
| _____ Quotation marks         | _____ Run- on sentences         |
| _____ Sentence fragments      | _____ Other                     |

Is the paper in formatted correctly? If not, what needs to be changed? \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Peer Review Worksheet – Argumentative Essay

Name of author: \_\_\_\_\_ Name of Editor: \_\_\_\_\_

Areas of concern (filled out by the AUTHOR): \_\_\_\_\_

Does the paper have a title? If not, suggest one \_\_\_\_\_

What is the topic of the paper? \_\_\_\_\_

Is there a thesis statement? Does the thesis statement take a stand? \_\_\_\_\_

Do body paragraphs present evidence to support the thesis? Is there enough evidence? \_\_\_\_\_

Are body paragraphs organized in a logical manner? If not, suggest ways to improve their order.

What do you think of the style and tone of the paper? \_\_\_\_\_

Is the tone balanced, unemotional, and unbiased? \_\_\_\_\_

Is the paper easy or difficult to follow? Is the word choice specific and interesting or dull and general?

Does the author need to look over and fix any of the following

- |                               |                                 |
|-------------------------------|---------------------------------|
| _____ Spelling mistakes/typos | _____ Topic sentences           |
| _____ End punctuation         | _____ Subject-pronoun agreement |
| _____ Commas                  | _____ Subject-verb agreement    |
| _____ Quotation marks         | _____ Run- on sentences         |
| _____ Sentence fragments      | _____ Other                     |

Is the paper written in MLA - APA format? Are sources followed by a proper in-text citation? Is there a Works Cited - Reference page at the end? \_\_\_\_\_

Comments: \_\_\_\_\_

