Peer Review Checklist

Please read the whole essay at least once before you begin working through this checklist. Each of these questions should be seen merely as a starting point for a careful analysis of the essay. After working through each question please write a careful detailed analysis of the essay, with concrete suggestions for how the author could make their essay more persuasive. I do not expect this to be an easy exercise, but I do believe that hard work here will pay off.

The Whole Essay

1. Is the essay typed and double spaced, with the author's name?

2. Does it have a title? Is the title descriptive?

3. Does the essay have a clear introduction, body, conclusion?

4. Can you find the thesis statement? What is it trying to persuade you of? Is the thesis statement about an issue that is not debatable or with which most people would agree?

5. Does the body of the essay support the thesis statement with reasons? Please find and list all the reasons (topic sentences) the author gives for supporting their thesis.

6. Does the author address possible objections to the thesis? Please list any counter-arguments the author makes.
7. Does the conclusion briefly summarize the main points of the argument?
   Does it relate its ideas back to the thesis statement?

8. Can you follow the path of the author's reasoning? Could somebody else?
   Why or why not? Are any steps of the argument left out? Please fill them in.

9. Has the author proven their point to your satisfaction? How would you
   judge the essay overall? Is it successful or unsuccessful? Why or why not?

Paragraphs

1. Is the essay in paragraphs? Is every paragraph about one central idea? If
   the paragraphs either do not contain an idea or combine ideas
   inappropriately, please correct them.

2. Can you find either a topic sentence or other details that give you the main
   idea of each paragraph? Does each topic sentence relate clearly to the
   thesis? Please indicate any paragraphs that do not do this, and correct
   them.

3. Do the facts, arguments, examples and assumptions in each paragraph
   support their respective topic sentences? Please mark any sentences that
   do not.
4. Are there clear transitional sentences that link the paragraphs so that you have the sense that each paragraph follows naturally from the preceding one?

Grammar and Sentences

1. Are all the sentences clear and understandable? Could you summarize or restate them in your own words? Which sentences could be improved? Please indicate any weak sentences, and rewrite them to improve them.

2. Is every sentence in the essay a sentence? If not, is there a good reason for this exception? Please mark any sentence that seems to you to be either a fragment or run-on, and then correct it.

3. Do the subjects of the sentences agree with the verbs? Are there any unexplained shifts in tense that sound wrong to you? Have you double checked?

4. Has the writer capitalized the first word of every sentence? Please mark and correct any mistakes you find.
5. **Are there any other mistakes in grammar, spelling, punctuation, or usage that you feel should be corrected? Please make these edits on the writer’s paper.**

   **Yes—No—Suggestions**
   
   1. The main idea is stated clearly in a topic sentence.
   
   2. There are details that support the main idea.
   
   3. Events are told in an order that makes sense.
   
   4. Quotes are used well and in proper amount.
   
   5. It ends with a strong conclusion that restates the main idea using different words.

As you're reviewing your partner's writing, remember to:

- Look over the checklist, if anything needs work, offer suggestions.
- Mention something you liked about the writing.
- Check for proper quotation usage.
- Use a gentle manner of speaking.
- Listen to one another carefully and quietly.

**Format Check & Pride in Authorship**

- Is the report typed? **Yes**  **NO!**
- Is the text double-spaced? **Yes**  **NO!**
- Is the font Times Roman 12-point, or equivalent? **Yes**  **NO!**
- Are margins 1 inch on all sides? **Yes**  **NO!**
- Is the report logically organized? **Yes**  **NO!**
- Is the paper free of spelling and grammar errors? **Yes**  **NO!**
- Is the writing style clear and succinct? **Yes**  **NO!**
- Does this report actually qualify as a final draft? **Yes**  **NO!**