

GIVING AND RECEIVING PEER FEEDBACK

1. USE A RUBRIC

- Know what you are looking for as you review another's work
- Know what the instructor expects

2. BE CLEAR AND SPECIFIC

- The more detailed your feedback is, the more helpful it will be to the author
 - *Too vague:* "You might want to rethink your organization."
 - *Better:* "The fourth paragraph seems like a tangent. Either make it clear how that paragraph supports your thesis or consider deleting it."
- When possible, give specific examples so the author knows exactly where he or she can improve

3. BE TACTFUL

- Don't be harsh or overly critical
 - Instead of writing "Weak conclusion" in the margin, write "Conclusion introduces new topic." Rather than "This doesn't make any sense," say "Please clarify."
- React as a reader, not an absolute judge
 - Instead of "This part is really confusing," say "I lost your argument in this paragraph and got confused."

4. POINT OUT STRENGTHS AND GIVE COMPLIMENTS

- Positive feedback is a powerful way to improve writing
- This builds a writer's confidence

5. AVOID NITPICKING

- Focus on content
 - Is the thesis clear?
 - Does the paper make sense?
 - Is it cohesive?
 - Does it flow?
- Avoid editing and rewriting: "You must ~~avoid resist the temptation~~ *tendency to change alter* another's writing."
- When reading someone else's work, ask, "Does it work?" rather than "Would I have done it differently?"

6. GIVE AND RECEIVE

- Take all feedback into account
- Don't be offended if someone disagrees
- Different perspectives will help you improve
- You choose what to revise, but keep an open mind
- If you are genuinely torn about a suggested revision, get a second opinion