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 resist the temptation to change 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