Peer Editing Checklist

Peer Editor’s Name: _________________________________________ Date: ______________
Title of work: _________________________________________________________________________

Carefully read and check the writing of a peer. Read it with these questions and ideas in mind:

☐ Read the paper slowly out loud to check for mistakes.
☐ Is the author’s writing clear? Does it make sense?
☐ Does the author consider the audience?
☐ Has the writer chosen the best, most precise words?
☐ Has the writer punctuated sentences accurately avoiding major sentence errors like fragments and run-ons?
☐ Has the writer included accurate punctuation, so that the meaning of sentences is clear?
☐ If the writer used semicolons and colons, have they used them accurately?
☐ Has the writer used accurate capitalization?
☐ If documentation is required, has the writer documented accurately?
☐ Are all words spelled correctly?

Respond to the following questions using examples from the author’s writing:

1. What do you like best about this piece of writing?

2. What is difficult or confusing to understand in this writing (thesis statement, word choice)?

3. What questions do you have for the author? What else would you like to know?

4. Did the writer include enough details?

5. Another good title for this writing is…