

- Read a draft all the way through **before** you begin to comment on it.
- Point out the **strengths** of the draft.
- When discussing areas that need improvement, be nice. Offer **appropriate, constructive comments** from a reader's point of view.
- Before giving your written comments to the author, **reread your comments to make sure they are clear and make sense.**
- **Be respectful and considerate** of the writer's feelings.
- **Use "I" statements.**
- **Raise questions** from a reader's point of view, points that may not have occurred to the writer.
- Make sure comments are **specific** (not "This paper is confusing. It keeps saying the same things over and over again" but rather "It sounds like paragraph five makes the same point as paragraphs 2 and 3.").
- Avoid turning the writer's paper into YOUR paper.

Complete the following sentences:

The author's main point is

I like

I wonder

I suggest

Then, more specifically, complete these sentences:

The introduction makes the reader (curious/interested about the essay?)

The reflection cited its source (effectively, rarely, never?)

The reflection is organized (sufficiently? somewhat? in a logical order?)

The essay's details are (rich? ineffective? almost nonexistent?)

The essay has a (strong, somewhat weak) conclusion.

Finally, highlight in green quotations that are elegantly introduced, properly formatted, and clearly supportive of the point they are making.

Highlight in yellow around the quotations that need a better introduction, or sound choppy, or are not formatted in MLA, or need to be followed by more analysis. .