



Peer Editing Checklist

What to do: Review the checklist, guidelines, and expectations for use with students. Establish a culture where appropriate feedback is a gift to help us improve. (For younger students, an adult or older student may need to read the questions aloud for the peer editor.)

Why it matters: Students need to learn to think critically to evaluate their own writing as well as the writing of others. Using a predetermined system helps students identify the necessary conventions required to achieve quality writing.

For Grades K-3

Writer's Name: _____ Peer Editor's Name: _____

Directions: Read your partner's writing. Then read each question. Circle the smile if the answer is yes or the frown if the answer is no.

Does each sentence begin with a capital letter?



Are all sentences complete sentences?



Does each sentence end with a punctuation mark?



Are the words spelled correctly?



Is the handwriting neat and easy to read?



Are all paragraphs indented?



Are all proper nouns (names) capitalized?



For Grades 4-12

Writer's Name: _____ Peer Editor's Name: _____

Directions: As you edit your partner's writing, use this list to guide what you look for. Mark your edits on your partner's paper using a colored pen and the symbols in the list. Check the "Reviewed" column when you finish with each element, then move on to the next.

Reviewed	Symbol	Description
	inc.	Incomplete or fragmented sentence
	r-o	Run-on sentence
	¶	Begin a new paragraph
	≡	Make this letter a capital letter (use three underlines)
	/	Make this letter a lowercase letter
	sp	Spelling error (add correct spelling to spelling list)
	.	End punctuation is missing
	→	Indent
	←	Left align
	^	Insert missing word or punctuation
	v	Insert missing apostrophe (') or quotation marks (" ")
	↺	Switch order of word or group of words
	↻	Delete a word or group of words
	⌋	Join words together
	WC	Word choice
	? []	Section is confusing — clarify or reword
	©	Copyright — site the source

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