

INSTRUCTIONS FOR PEER RESPONSE LETTERS. Fill in the response form below, following these guidelines. **DO NOT provide fixes or advice.** You are the audience, **NOT the editor or critic.**

1. **Read** peer's draft once, focusing on the meaning and the argument: What is the claim, and what is the game? (That is, how is the claim supported? How does the writer help you to understand what she's saying and to believe it?)
2. **Highlight clear and confusing spots:** As you read, notice sentences and phrases that confuse you. Draw a wavy underline under those and draw a straight underline under those that seem strongest. (If you're working electronically, highlight confusing spots in blue and clear spots in yellow.)
3. Circle errors that jump out at you, but ***don't get distracted by them.*** Your job is to let the reader know what has been communicated and where the meaning is less clear.
4. **Summarize:** After you read, draft a brief summary of the argument: what is the main point, and how are they backing it up? Keep it under four sentences.
5. **Explain your questions for the writer.**
 - a. Number at least four spots where you need more help to understand and believe what the writer has written. Is there a jump in topic? A confusing phrase or sentence? A confusing sequence of information? An unsupported claim?
 - b. In your response form (or on a separate page), write down exactly why you felt confused at each spot. ***DO NOT provide fixes or advice.*** You are the audience, **NOT the editor or critic.**
 - c. Tell the writer what is coming across and why you are puzzled, so s/he can zero in on the rough spots.
6. Finally, pose a question that helps the writer take his thinking further. What are you curious about? "I wonder what you think about _____."
7. Submit two copies of your letter (to both the professor and the writer) and your marked-up hard copy of the draft (to the writer). Meet to discuss your responses. Writers: when a peer reader is confused, you **MUST** make a change. Do not just clear it up in conversation and be done with it. Change your text.

Best regards,

Dr. Jennifer Mitchell, Potsdam College Writing Center

PEER RESPONSE FOR _____ , FROM _____

Summary of the argument (restate main point and supporting points in four sentences or fewer):

Points of confusion: Which spots did you number in the margins? Explain why you got a bit confused or wanted to know more at those spots. Do not offer fixes! You are a practice reader or audience – not an editor.

1.

2.

3.

4.

5.

6.

Your question for the writer: pose a question that helps the writer move forward.

_____?