



- **Directions**
 - Share your essay with a partner by hitting the blue share button and then typing their name into the box. Then, get into Google Drive and click on the “Shared With Me” category. Wait for them to share their essay with you and open it up.
 - Wherever you find an error in your partner’s paper, highlight and right click. In the drop down menu, hit the comment button and write a suggestion for your partner.
- **Step 1**
 - Read through your partner’s essay once just to gain familiarity with it.
 - Now read through the essay again closely and carefully. Comment on any obvious mistakes (spelling, punctuation, grammar, etc.) or sentences that are run-ons or fragments.
 - Remember, these words are not allowed: I, me, my, you, your, etc.
- **Step 2**
 - Look closely at the introduction. Can you identify a clear Hook, Line, and Sinker?
 - Does the sinker clearly state their opinion?
 - Is the counterclaim addressed?
- **Step 3**
 - Slowly work through the body paragraphs. Make sure you can find a Claim, Evidence, Analysis, and a Link. Comment if you think they need additional evidence and/or analysis.
 - Do they have proper/enough in text citations?
 - Would analysis sentence starters be helpful? Do they vary the sentence starters they do use?
 - Is there clearly a paragraph that addresses the counterclaim?
- **Step 4**
 - Now look at the conclusion and make sure all the parts of TRIP are accounted for (Thesis restated, Review of counterclaim, Implications [or importance of the issue], and a Parting Thought).
 - Comment on your partner’s parting thought. Is well done? How could it be improved?
- **Step 5**
 - How do the paragraphs transition from one to the next? If it feels choppy, offer suggestions to smooth the transition(s) out.
- **Step 6**

- Identify 5 places where your partner could have better word choice. Make a suggestion if you have ideas.
- **Step 7**
 - Read over the entire essay one more time. Move through the essay slowly, looking for any and all mistakes you missed.
- **Step 8**
 - Let your partner know that you are done revising their essay and that they need to take a look at all of your comments carefully. Then start your revision! Once you have revised a comment your partner made on your paper, hit the “Resolve” button on the comment and it will go away.

