**Community Literacy Peer Review Preparation for Pair/Small Group Conferences**

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**Note the date and time of your conference and the names and contact information for your partners here:**

**All conferences take place in Elizabeth’s office (Padelford A-14). Completed peer reviews following the steps below are due at the beginning of your conference, and will be the basis of discussion.**

1. Distribute drafts and self-designed rubrics to your conference group partner(s) and Elizabeth. If you have particular concerns about your draft, note these on the Title Page. Each of you should complete one full peer review (steps 2-7 below) for one colleague in your conference group. If your group includes more than one colleague, clarify who is doing a complete review for whom when you distribute drafts. In groups of more than two writers, you should read and be prepared to discuss strengths and revision suggestions for both colleagues’ drafts, but only do one complete peer review.
2. Number the paragraphs in the drafts you will review for easy reference and as a guide for your descriptive outline, and skim through the drafts to see if you have questions. As you read through both drafts, note “+” in the margin where you have a positive reaction and “?” where you have questions or suggestions.
3. For the draft on which you are commenting in detail: look back at the prompt for the Individual Project and consider the overall structure of the draft by making a descriptive outline on a separate sheet of paper.

• For each paragraph, note the paragraph number, the subject/topic of the paragraph, what you thought the paragraph would accomplish after reading the first sentence and whether the paragraph actually accomplished this, and the type of evidence used (e.g. academic journal, CLP reading, SLJ).

• Underneath the outline, make any suggestions related to the content or organization of sections, paragraphs and ideas, or the use of evidence.

• If there are issues in the outline which should be included in the abtract (opening paragraph which should be an abstract of the project as a whole), note this at the end of your outline. If you have suggestions about including CLP readings, discussions, or other sources, note them in this outline.

1. For your detailed review: reread the project. Acting as a “devil’s advocate” for your colleague, make notes about points at which you have questions, concerns, remain unconvinced by the line of argument or the evidence used or the warrant connect evidence to claim, or suggest an alternative that might be considered.
2. For your detailed review: reread the project again. Choose a paragraph that is particularly successful and note what makes it successful at the sentence and paragraph level. Choose a paragraph that will benefit from revision, and mark in detail your recommendations for paragraph and sentence-level revision. (Consult CLP sentence/paragraph checklist and OWL)
3. For your detailed review: respond to the writer’s self-designed rubric questions.
4. For your detailed review: write an endnote in which, based on your analysis of the draft above, you outline the strengths of the current draft and specific suggestions for growth and development before the final draft.