**Peer Editing**

**Roles (Groups of 3-4):**

Organization Guru

Content Editor

Flow Master

Mechanic

(Groups of 3 combine organization and flow into one role)

**Description of Expert Editing Roles**

**Organization Guru**

• The key question here relates to structure:  
o Does the essay have a recognizable structure that is logically organized? o Is there a recognizable introduction?  
o Does the essay have a thesis?  
o Are the body paragraphs organized in the order specified by the thesis? o Do the sentences within the paragraphs have a logical arrangement?  
o Is there a conclusion?

**Content Editor**

• Does the essay fulfill the prescribed requirements for that type of writing? Is it on topic? (Tip: Check the assignment.)  
o I.E. If the assignment was to write an analysis, does it analyze something?  
o If the assignment required you to do research and use references, are

references included?  
• Once you have determined that the essay is on topic, ask these questions:

o Does the introduction have a good hook and thesis?  
o Are the body paragraphs limited to just one topic?  
o Are there enough details in the body paragraphs?  
o Does the author revisit the main points from the thesis in the conclusion?

**Flow Master**

• *The main things to consider with flow or fluency are:*o Does the writer transition well between sentences, paragraphs and ideas? o Do they use proper transition words where necessary?  
o Can you read smoothly without having to stop or go back for clarification? o Do they tie their ideas together smoothly?

**Mechanic (in general)**

* The key to this is knowing proper grammar and punctuation rules: o Read sentence by sentence.  
  o Check individually for:

§▪ Spelling, capitalization, punctuation, verb tenses, subject-verb agreement, parallelism, article use, pronoun references, ambiguous or incorrect word choice and word order (among other things)

* You will also be in charge of checking citations to see that they are done properly

*When the role is divided:*

**Mechanic 1**

• Check for grammar issues like article use, verb tense, subject-verb agreement, pronoun referents, parallelism, word order, etc.

**Mechanic 2**

• Check for spelling, capitalization, punctuation, and correct citation style

**Useful Online Resources for Editor Roles**

**Writing Considering Structure & Organization**

<http://www.dartmouth.edu/~writing/materials/student/ac_paper/write.shtml>

**The Writing Center: Improving and Refining Organization**

<http://writingcenter.pdx.edu/resources/guide/step08.php#top>

**How to Add Flow to Your Writing**

<http://menwithpens.ca/how-to-add-flow-to-writing/>

**English Rules (GrammarBook.com)**

<http://www.grammarbook.com/english_rules.asp>

**Purdue Owl Online Writing Lab: General Writing Resources**

<http://owl.english.purdue.edu/owl/section/1/>

**English for the Utterly Confused (online book)**

<http://sliwww.slideshare.net/swamifox/english-grammar-for-the-utterly-confused>

**Grammar Revolution: Punctuation Rules**

<http://www.english-grammar-revolution.com/punctuation-rules.html>

**Grammarly Handbook**

<http://www.grammarly.com/handbook/>

**Guide to Grammar and Writing**

<http://grammar.ccc.commnet.edu/grammar/>

**Grammar Bytes**

<http://chompchomp.com/>

**English Club: Grammar**

<http://www.englishclub.com/grammar/>

**Grammar Girl: Quick and Dirty Tips for Better Writing**

<http://grammar.quickanddirtytips.com/>

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