You are likely to feel nervous about having your writing discussed in such a public manner, and as a result of that feeling, you might become less able to hear constructive criticism. As a reader, you might sense the author’s nervousness and in an effort to be gentle and friendly, you might end up being vague. Using the following structure for the peer review should help resolve these issues.

A) You should bring to class a physical copy of your literature review draft for yourself and each member of your peer review group.

B) Take one essay at a time. Give yourself a time limit for each paper so that each person in the group gets the same amount of time (around 15 minutes for each paper in a group of four and about 20 minutes for each paper in a group of three).

C) Someone other than the author should read the first essay. Do not correct mistakes as you read. Read exactly what is on the page. Sometimes when we read aloud, we discover stylistic weaknesses that silent readings hide.

D) During the reading, the author should remember not to jump in to defend her/his words with, “Well, what I meant was…” If that’s what you meant, that’s what you should have written.

E) The reader should discuss initial reactions to the paper. At first, the author should just listen to the initial discussion. It would probably be helpful for the author to take notes about points she/he would like to make to her/his group or the ideas they raise. Once the reader is done discussing her/his initial thoughts, open discussion in the group. Again, the author might want to stay out of this discussion.

F) In a group of three, one person is the author, one person is the reader, and one person is the reviewer. If you are the reviewer, you will take notes on your peer review sheet during the reading. When the discussion is over, take the following steps to complete the activity:
   - The reviewer should keep her/his copy of the author’s paper and use it to complete the written peer review report.
   - You will need two copies of the report you write. One typed, completed report will be due to the author ASAP. The other copy of your report must be submitted to Dr. F by the due date listed in the syllabus.
   - The author will use the peer review report to put finishing touches on the final draft of the literature review. Of course, changes to the first draft can begin immediately after the peer review discussion in class.
   - Please pay attention to your reviewer’s comments. Feel free to use discretion, but if your reviewer makes good suggestions that you do not take, I will likely wonder what happened.

G) Remember, the criticism is not of you, but of your essay. If you want to improve your writing, you must hear criticism, and you must try to avoid being defensive. As a reader, you can help the author most by keeping your comments as specific as possible. If the paper is a train wreck, you are not doing the author any favors by saying she/he did a great job.
Peer Review Worksheet:

Author’s name: ____________________________________________
Title of paper: _____________________________________________

What is the writer’s purpose? (Please use your own words to describe the purpose of the research...do not just copy the words from the paper.) Does the author’s literature move in a direction of responding to or answering her/his research question/s?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

What are the most important pieces of the literature review? What major areas of the literature are covered? Do you understand how the author’s work fits into the current body of knowledge?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

How effectively does the writer use the sources listed? Are quotations of appropriate length? Is cited information analyzed and discussed? What other points might you make, regarding the cited information?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

How satisfied are you with the writer’s understanding of the literature she/he has included? What additional considerations would, in your view, strengthen the writer’s case?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

In general, what do you like the most about this literature review? What do you like the least? If you had to list one change that the writer must make to improve her/his work, what change would you suggest?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________