


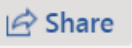


Peer-Editing Instructions

Part 1: Setting-up the Document



Open Document

1. Load your Great Depression Essay.
2. Go to File, Save As, and click on  .
3. Save your file as *Your Name Edit*. Click Save.

Share Document

1. In the right hand corner of the document, click on  .
2. Type in the email address you drew. Make sure you spell everything correctly.
3. Click  .
4. Go to your  OneDrive and click on the Shared Folder on the right.
5. Click on the file that was shared with you.

Commenting

1. You can write multiple comments, but at least one of them must be a sandwich comment (something positive, something to improve, something positive).
2. Click on the  **Comments** button in the right-hand corner of the document.
3. Click on  .
4. Type your comment in the space below your name.

Part 2: Editing the Document

Mechanics

Note: Highlight all spelling/grammar errors in yellow.

Directions: Read your partner's essay carefully while completing the following steps. Do not make any changes; just highlight mistakes you think you find.

1. Highlight any spelling/grammar errors you notice.
2. Highlight any run-on sentences you find.

Run-on: I am sleepy I am going to bed.

Corrected: I am sleepy; I am going to bed.

Corrected: I am sleepy, so I am going to bed.

Corrected: I am sleepy. I am going to bed.

3. Highlight the first word of sentences that do not begin with a capital letter.
4. Count the number of sentences in each paragraph. Add a comment that tells how many sentences are in each paragraph. **Note:** There should be at least 5 sentences per paragraph.
5. Highlight any time the author uses 1st or 2nd person pronouns (I, we, me, us, you).

Text Evidence

1. Change the font color of each introduction to the quote to blue.
 - For instance, in source #...
 - According to source #...
 - The author of source # ____ says...

Note: You should have a source introduction in EACH body paragraph.

2. Change the font color of direct quotes to green. Direct quotes should be relatively short. If yours is long, consider if you could shorten it using an ellipsis. Remember, it still must make sense and connect to the topic if you use an ellipsis.
3. Change the font color of any paraphrased quotes to green. Remember, paraphrase means you put the quote in your own words.

Note: For this assignment, you can use direct quotes OR paraphrase the information. You should have either green text in EACH of your body paragraphs.

4. Bold all **transition words** (first, next, finally, in addition, another).

Note. You should have a transition word near the beginning of each body paragraph as well as your conclusion.

5. Change the font color of **topic sentences** to orange. Each body paragraph needs a topic sentence that tells the main point of that paragraph. **Example:** The first effect of the Great Depression was unemployment.

Introduction and Conclusion

1. Change the font color of the **hook statement** to red. Then, in a comment, label the kind used (question, quote, fact/statistic, current event, etc.)
2. Count the number of sentences in the background information. Then, in a comment, write the number of sentences. **Note:** There should be at least 3 sentences.
3. Change the font color of the **thesis statement** to purple. It is important to include all 3 parts:
 - **Restated question:** According to the texts, the Great Depression _____ affected the American people by causing
 - **Opinion:** negatively or positively
 - **3 Points:** the three topics chosen for the body paragraphs.
4. Change the font color of the **wrap-up sentence** to light green. This is the last sentence the readers will see, so it needs to be powerful. In a comment, write one sentence that explains what makes the wrap-up powerful (patriotism, call to action, etc.) If it is not powerful, suggest a stronger wrap-up.