**EDITING A DOCUMENTED EXPOSITORY PAPER--Edit 2**

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| **Writer:** | **Editor:** | **CLASS/CRN:** |

**Instructions: As the writer, be sure to confine a responder/editor to the information this form asks for. Only when these points are covered,**

**and only IF the writer asks for more information, should the editor offer anything else. Let the writer direct the information they get!**

**\* *In the left margin of the paper please number the paragraphs to help locate features of the writing.***

**1.** What is the most interesting SPECIFIC aspect of this writing (idea, feeling, element of style, focus)?

**2.** SPECIFICALLY, What is being ***explained***?

**3**. a) Copy out the underlined thesis sentence (i.e., 1 correct sentence, no “I”, no questions ) and the title of the paper (no

questions…) which *should* reflect each other:

b) **Circle** the TOPIC and the POSITION (and any main REASON) set out in the thesis sentence above.

**4.** Copy out any terms, ideas, etc. that (A) HAVE formal definitions and (B) any that NEED more defining or explaining.

**A) B)**

**5**. **a)** Copy out 2 in-text citations that are in parenthesis, just as they are presented.

**b)** Copy out any that do not match the information **appearing first** in their Works Cited listing.

**6. Each source should be introduced IN a signal phrase/sentence AND cited at the end of the information from that**

**source.** Please copy out 2 signal phrases and the parenthetical credit for each.

**7.** Where do you as reader/listener most vividly **pay attention to** the writing?

PARAGRAPH # Lines / PARAGRAPH # Lines / PARAGRAPH # Lines

**8.** What changes may be needed to conform to MLA format?

**9. Please identify any *sentences* by (using question marks above the area) where the source of the information is**

**NOT clear, either by the use of “I,” wording like “clearly,” “we understand,” “obviously,” “the explanation is,” ETC.**

**or credits to sources in sentence or in parenthesis.**

**10.** What do you (editor) have **questions** about or wonder about regarding any aspect of the writing? BE SURE TO

WORD THESE REMARKS AS QUESTIONS!

**11.** Verify that the Works Cited page is on a separate page, is in alphabetical order by Author last name, or title of the source

and ***match*** the reference to it in the paper. So, if the author’s last name is listed as Brown (Brown) must be in the cite. Note

any of these elements that are NOT present: