

EDITING A DOCUMENTED EXPOSTORY PAPER

Writer:	Editor:	CLASS/CRN:
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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 aspect of this writing (idea, feeling, element of style, focus)?
2. 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 the 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. a) What changes may be needed to conform to MLA format—in the essay or in the Works Cited?
9. Please identify any paragraph(s) where the source of the information is NOT clear, either by the use of "I" or credits.
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!**

Q & A--WRITER'S QUESTIONS: Editor: Please respond to questions the writer includes: (use back as needed)