

Writer: \_\_\_\_\_ Editor: \_\_\_\_\_

Interview Subject (Guest): \_\_\_\_\_

**STEP 1: CONTENT REVIEW:** Have your partner read their writing aloud to you. At this point, both of you are listening as editors. Pause if anything doesn't make sense or doesn't flow. Focus on key themes, quotes, and personal reflections the writer captured.. Then, share the written version with your partner and...

1. Star anything you particularly like.
2. Question anything that is unclear.
3. Offer suggestions wherever you can. (Could a description help? Don't simply be critical!)

**Content Suggestions:**

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**STEP 2: TECHNICAL REVIEW:** Read your partner's writing a second time.

1. Is there at least one direct quote? (Ideally, the writer will have included 2-3) Y/N
2. Proper spellings: Y/N
3. Proper grammar: Y/N
4. Proper punctuation: Y/N

**Technical Suggestions:**

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**STEP 3: WRITER RE-DRAFTS**

**STEP 4: EDITOR REVIEWS** (Circle answers.)

1. Were the content suggestions addressed? Yes/No
2. Were the technical issues cleared up? Yes/No
3. Can you offer further suggestions to strengthen/clarify the writing? If yes, add here:

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