**Questions to help guide editing: Process essay**

**Content**

* Does this paper make sense?
* Does the author repeat him/herself?
* Has the author integrated two pieces of relevant outside research into his/her essay?
* Are the sources cited correctly both within the body of the essay and in a Works Cited page?

**Formatting**

* Are the page requirements met?
* Has the author followed the formatting instructions (listed on page two of our syllabus)?

**Grammar**

* Has the author used tenses (past, present, etc.) appropriately and consistently?
* Has the author edited this essay effectively, according to the “editing shorthand” list?

*See page two for more editing questions*

**Process**

* Has the author described a process thoroughly and effectively? Below, please summarize the content of this paper in one sentence.
* Is the essay well ordered, clear, and engaging?
* Who is the author’s intended audience?
* How would you describe the author’s style? How does he/she address his/her audience – can you cite any examples?

Additional feedback *(for peer edits, this should include suggestions for revisions)*