

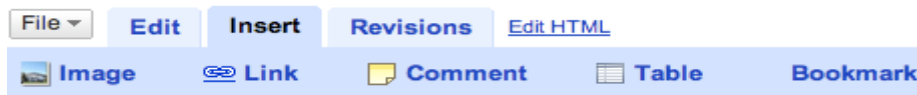


REVISION CHECKLIST FOR GOOGLE DOCS

Use this checklist to make sure you are an effective and helpful writing buddy

- I go to Google Docs (<http://docs.google.com>) and find my own document.
- I make sure my document title follows the format that my teacher specified. For example, with my class period, last name, first name, and title of my essay: **5Bulb, Megan: Breaking the Rules**
- I open my document, click on the Share tab and put my buddy's email address in the "Invite People" box.
- I also add my teacher's email address is also in the "Invite People" box, and then I click the "Invite collaborators" button to send them an email notification.
- I look for my buddy's essay in Google Docs (after he has added me as a collaborator).
- I read my buddy's draft aloud to look for problems:
 - Awkward sentence structure
 - Missing thesis
 - Lack of examples
 - Poor word choice
 - Punctuation errors

- I click on INSERT and then look for the COMMENTS button:



- I write a comment to my buddy about my suggestions.
 - The comment can go at the end of the paper.
 - Wherever I click, is where the comment will go
 - I can put as many comments as I think would be helpful.
 - I try to be as **specific** as possible with my suggestions.
 - Give an example of what word would be a better choice
 - Suggest an example
 - Suggest a thesis
 - Suggest ideas to improve essay

- Suggest punctuation
- Comment on one thing you really like about the essay

I run the spell-check (bottom right corner in the document).

I make sure that my buddy's essay has a title that follows the format my teacher specified.