Comment writing

Self & peer feedback

01 / CHECK THE COMMENT

Writer _____ Reviewer _____

Question / topic _____

Read the comment once for meaning. Read it again with the criteria below. In each rating column write **Y** = clear and convincing, **P** = partly, or **N** = needs work. Use **-** only when a criterion does not apply. Add specific evidence on page 2.

NO.	SUCCESS CRITERION	SELF	PEER
01	**Task & position** I answer the actual question or statement and make my position clear, including any important conditions or limits.		
02	**Focused introduction** I establish the issue, introduce my position and avoid a generic opening or a long announcement of what I will write.		
03	**Relevant arguments** My main points support my position. Each paragraph develops one central argument rather than listing unrelated claims.		
04	**Support & explanation** I use relevant examples or evidence and explain how they support my reasoning. I do not invent facts, sources or statistics.		
05	**Fair consideration** I address a relevant objection or limitation where useful, represent it fairly and explain whether it changes or qualifies my position.		
06	**Logical structure** My arguments follow a clear order. Topic sentences and linking expressions show the real connections between my ideas.		
07	**Reasoned conclusion** I answer the task in light of my arguments without adding a new major point or simply copying my introduction.		
08	**Precise language** I use an appropriate register, clear sentences and accurate vocabulary. Tenses fit the meaning, and spelling and punctuation are checked.		

Discuss your ratings. A rating is a starting point, not a grade. If you disagree, return to the comment and explain what would make the point clearer.

From feedback to revision

Be specific about what works. Be precise about the next step.

02 / MAKE THE FEEDBACK USEFUL

Writer _____ Reviewer _____

1 / Keep this strength

Name one effective part of the comment. Point to a sentence or paragraph and explain why it works.

2 / Develop this point

Find a claim that needs clearer evidence or explanation. Where is it? Which example or explanation would strengthen it?

3 / Make this change first

Give one manageable revision step. Be specific: what should be added, removed, reorganized or explained?

4 / My revision plan - completed by the writer

After discussing the feedback, state the change you will make and where you will make it.

Helpful feedback: “In paragraph 3, explain why your example supports a later school start.”
Before you finish: discuss one priority together; then revise and check whether the change answers the task more clearly.