Three-Step Process: Write a memo to your classmate in which you offer specific advice to help with revisions. The steps suggested below will help you review your partner’s draft and provide relevant feedback that will lead to an improved title and abstract.

Before you begin, ask your partner what kind of feedback would be most useful. Make a list of your partner’s requests.

1. 
2. 
3. 

Use the questions below to guide you in reviewing your partner’s draft. Later, in Step 3, use your observations to provide relevant feedback. It is critical that your feedback be detailed enough to give your partner a clear strategy for improving the draft; thus, include specific examples from the draft, when appropriate, and explicit changes that you think will enhance the title and abstract. “Actionable” suggestions should be the outcome of your memo.

1. How closely does your partner’s title conform to the X of Y by Z organizational pattern?
2. How concise and informative is the title? Have all superfluous words been omitted?
3. Is an expert audience targeted in the title? Have informal words been replaced by more formal words?
4. How well does the punctuation of the title conform to expectations?
5. How easy is it to follow the organization of your partner’s abstract? How closely does the draft follow the move structure presented in Figure 7.1?
6. How clearly, concisely, and appropriately has your partner stated what was done, how it was done, and what was found?
7. Based on your reading of the abstract, could you explain the purpose and/or accomplishments of the work?
8. How appropriate is your partner’s use of abbreviations and acronyms, capitalization, citations, numerical values and error bars, keywords, verb tenses, voice, and we?
9. How accurate is your partner’s grammar and mechanics (e.g., parallelism, punctuation, subject/verb agreement, complete sentences, word usage)?
10. How well do the abstract and title complement one another?

Write a memo to your partner. Provide feedback that parallels the type of feedback that you would like to receive from a peer. Remember to point out both the strengths and weaknesses of the written work. Give specific examples from the draft and suggest changes that will help your classmate improve his/her writing.

Start your memo with the following:

To: (your partner’s name)
From: (your name)
CC: (your instructor’s name)
Date:
Re: Review of your title and abstract