Before you start reading each other’s drafts, check with the writers to see if there is any particular area where they would like your response. Otherwise, use this sheet as a general guide. Like any active reading:

- Try to read more than once (even if one time is a quick skim),
- Pay attention to early cues (title, opening section)
- Ask questions. Keep PACT in mind (purpose, audience, conventions, trouble).
- Focus on writing a clear summary at the end with at least one positive observation, one question, and one suggestion.

1. Read the draft through quickly once for content.

2. Read through the paper A SECOND TIME. Look for PACT features.

**PURPOSE:**
- Does the draft meet the assignment? Why or why not?
- What is the main idea and focus of the draft? What does the writer want to happen? Can you mark the place in the paper where the main idea comes across? Does it need to be clarified or focused further? Or introduced sooner?

**AUDIENCE:**
- Who is the main reader for this paper? How can you tell?
- Who else might read this?

**CONVENTIONS:**
- What are the conventions of communication in this context?
- If this is an argument, for instance, where does the writer offer evidence beyond his/her own experience? How does the writer introduce the evidence? When passages or examples are cited, does the writer explain how and why they’re significant? Do the examples continually relate back to the main idea? Are all sources cited?
- Is the writing organized and developed in ways that meet your expectations?

**TROUBLE:**
- What gets in the way of the writer’s goals and message? Any distractions?
- Where do you have questions as a reader?
- What can you suggest to make this message more effective?

3. **Summarize your comments** at the end. If this were your own paper, what would you want to know? Tell the writer what works but also identify questions and suggestions.