

**Sample Revision Plan Activity Templates**

**Note to faculty:**

We recommend building in time for students to read and reflect on the feedback they receive during a peer review session. Assigning a revision plan as part of the peer review process gives students an opportunity to engage critically with the comments and to consider how they might incorporate this feedback into subsequent work on their paper. The two activities below are not meant to be used together; rather, you might assign the memo after one peer review and the table after another. This would give students the opportunity to see what form works best for them.

**Instructions for students: Reflecting on peer review feedback and writing a revision plan**

**Activity 1: Revision Memo**

Based on the feedback you received from your peer review partner(s), as well as your experiences reading their drafts, write a revision memo in response to these questions:

* What did you learn overall from this peer review?
* What specific feedback did you get from your partner(s)?
* What did you learn from reading their drafts?
* What are your priorities for revision?

**Activity 2: Revision Table**

In the first column, note each comment from your peer reviewer(s) that you want to focus on for your revisions. In the next column, explain how you plan to revise your draft based on the comment (the action). For the third column, consider why you are taking this action and how your draft will benefit from the revision. Finally, the fourth column asks you to rank your revisions to show the order in which you plan to complete this work.

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| **Specific feedback from peer review** | **Action related to feedback** | **Benefit to the draft** | **Rank** |
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*Revision table modified from a template by Justine Post (Writing Center, Ohio Northern University)*