

the text? What do I need to clarify? What is good, what is not so good? The reader then makes notes about the feedback received.

c) Next, the text is reviewed sentence by sentence. The questions at this stage are: is the sentence clear and understandable? Is it linguistically correct (form and structure)? Are there better words to describe a certain concept? Is the grammar and spelling correct? (use a dictionary to verify!)

d) Then it is the turn of another student.

e) When all the texts in the group have been discussed, the students write an improved version of their text. These final versions will be corrected with comments by the instructor. Ultimately, the texts should be made available to all students in the class. (See # 12 below: target reader reference).

## 2. Editing a text alone (and discussing it later with the instructor)

2<sup>nd</sup>–9<sup>th</sup> grade

30 minutes



Materials:  
reference books and dictionaries

Individually editing a text is necessary when there are no possibilities of a collective discussion of the text with other students (e. g. when dealing with homework writing assignments). Whenever possible, the student should receive external feedback (from parents, siblings, teacher, etc.), however.

In order for students to edit their own texts when working alone, it is important to provide them with clear guidelines and a list of helpful questions and suggestions, such as:

- Could I reformulate the title of my text to make it more interesting and exciting, or to provide a clearer indication of the content?
- Does my text have a clear structure (introduction/overview, main body, ending/summary); is the progression logical? Have I kept to the topic?
- Does the text begin with an interesting and informative sentence which captures the reader's interest, or could it be improved?
- Have I chosen clear and concise words without repeating them too often?
- Are there grammar forms (tenses, verb forms) that I am not sure of, and whom can I ask for advice? (Mark these passages and ask the instructor for help).
- Is my text free of spelling mistakes, did I clear up uncertainties with the help of dictionaries? (Students should have access to dictionaries, etc., and know how to use them, of course. This includes techniques for looking up words as well as awareness of the order of letters in the heritage language as opposed to the alphabet of the school language, etc.)