1. *Begin with a positive reinforcement.* Tell the writer what you like about the essay and what you think should not be changed.
2. *Insert your criticism*. Tell the writer what confused you, misled you, bothered you, or left you wanting more. What would you do differently? How would you say it? What’s another way you might write it? Be specific.
3. *Add one more positive reinforcement.* Add another thing that you like about what’s been written so far.
4. *Finish with a ray of hope.* Give the writer helpful suggestions. Be specific. If you were the writer of this essay, what would you do to strengthen it?