**Step 1**: Group discussion: What are some characteristics of a strong cumulative self-evaluation?

**Step 2:** Self-reflection

Take a few minutes to review your draft and jot down some thoughts in response to the following questions.

1. What do you like most about this draft?
2. What was your biggest challenge as you completed this draft?
   1. What have you done to overcome this challenge?
   2. Are you pleased with how you’ve addressed this challenge, or do you still feel like it needs attention?
3. Review each paragraph and take note of your essay’s structure. Use this space to create an *ex post facto* outline. Briefly identify the purpose of each paragraph.

Paragraph 1:

Paragraph 2:

Paragraph 3:

Paragraph 4:

Paragraph 5:

Paragraph 6:

1. How and where have you discussed how your accomplishments contribute to the college’s goals?

**Step 3:** Exchange drafts

Make sure you’re working with someone from a different department or program. Read each other’s drafts silently, jotting down your thoughts in response to the following questions. You will have time later for discussion with your partner. You can use your notes here to inform that discussion; whether you give this sheet to your partner is up to you.

1. What was your favorite part of your partner’s essay?
2. Can you identify a unifying theme in your partner’s body of work? Has your partner articulated that theme clearly in the essay?
3. Are the paragraphs presented in a logical order? Make a note in the margin (you can use a ? or a \*) next to any paragraphs that seem out of place or unrelated to the paragraphs preceding them.
4. Did your partner mention any accomplishments/publications/events/activities that were unfamiliar to you and which need to be clarified?
5. Was your partner’s discussion of his or her contributions to the college’s goals convincing and clear?
6. Is there anything you wish your partner had said more about?

**Step 4:** Discussion

Spend time discussing each draft, using your notes from Step 3 as reference. You can use the talking points below, and decide what you’d like to focus on during this time. Use this space to take notes on your partner’s feedback.

1. Did you and your partner have any of the same challenges in writing this essay?
2. What did your partner like best about your essay? Does this feedback surprise you?
3. Do you and your partner agree about the unifying theme in your work?
4. Do the two of you agree on the structure and organization of your essay? Should any paragraphs be moved? Are any transitional sentences necessary?
5. Do you need to clarify anything for an interdisciplinary reader?
6. Was your partner satisfied with the way you situated your accomplishments within the college’s overall goals?
7. What else do you want to work on?

**REVISION PLAN**

These are the next steps I want to take as I complete this essay, in order of importance:

This will be the most challenging part of finishing this work:

These are some resources that I can use to help me address this challenge:

I can commit to finishing my next draft by this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To meet that deadline, I need to set aside time to work on this. I think this will take me \_\_\_\_ hours to complete, and I can carve out that time on the following day(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_