

Engineering Academy Proofreader Documentation Form

Student Name: _____

Proofreader Name: _____

Assignment: _____

Thank you for agreeing to be a proofreader. The purpose of having outside proofreaders is to help our students continually improve their technical writing skills. You do not have to have a technical background to fulfill this role! They have been encouraged to find proofreaders who will provide honest feedback to aid in this process. The students have been given a number of online technical writing resources on our [Technical Communication](#) webpage, which include some [proofreading](#) tips and guidelines. Ideally, they have proofread their papers before they hand them to you. 😊

There will probably be one formal writing assignment each nine weeks. We do not want to burden you, and the students have been instructed to provide each proofreader with sufficient time to read through the document and provide some commentary. If you could provide the information requested below, it would be of great benefit to the student. The ratings are intended to reflect your perception based on one reading. It is most helpful to the students if you err on the side of being overly critical (in a constructive manner, of course). If you have any questions, concerns, or suggestions for how we can improve this process, please do not hesitate to email me at mconner@eahoover.com.

Please check all that apply.

- I was asked in advance to serve as a proofreader.
- I have served as a proofreader for this student's engineering papers in the past.
- I am serving or have served as a proofreader for another engineering student.
- I was given sufficient time to read the paper and make comments.

Please rate the paper in each of the following categories on a scale of 1 – 10, with 10 being the highest. (Student grades are not a function of your scoring. This is intended to be feedback for the student's benefit.)

Communication Component	Scale: Unsatisfactory (0 – 6), Proficient (7 – 8), Advanced (9 – 10)
Overall formatting	
Spelling	
Grammar	
Quality of figures/tables	
Impact of figures/tables	
Paragraph structure	
Sentence structure	
Good use of technical language	
Clarity of purpose	

Other Comments:

Proofreader Signature: _____

Date: _____