

Nonfiction Manuscript Critique Sheet

1. Ask the writer what type of critique they want: **big picture, fine line**
2. **Be a Reader.** Read the story, chapter or article all the way through. Jot down your initial reactions.
3. **Be a Critiquer:** Reread then, a. List what you like and the strengths. b. Offer, constructive feedback.
4. **Be an Editor**

	Describe the Strength	Describe the Weakness	Suggest How to Improve
Who is the target audience?			
Did the lead—the first sentence or paragraph—hook you?			
What is the tone?			
What is the purpose? Inform? Entertain? Explain? Persuade? Express ideas or feelings?			
What is valuable, practical, fresh, or important?			
Is the writer knowledgeable or convey expertise?			
What is the main point the writer communicates?			
What does this article or chapter reveal about life? Right and wrong? Relationships? What's important?			
Is there anything that needs clarification?			
What caused you to emotionally react?			
Did anything make you laugh or cry?			
Does it include sensory details (things the reader can hear, see, smell, feel, and taste)?			
Is the language (formal, technical, informal) appropriate for the topic or audience?			
Were any details, examples, or points unnecessary, confusing or need fleshed out?			
Is the piece objective, unbiased and fair?			

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What worked well?			
Were there places where the writing was unclear, bogged down or hard to follow??			
What is/are the main point(s)? Are too many topics covered?			
Would bulleted lists, a sidebar or step-by-step directions help?			
Is the article or chapter well-organized or logical? Are there places you got lost?			
Was there something you wanted to know MORE about?			
Was there something you wanted to know LESS about?			
Is it too long or too short?			
What needs to be cut?			
Are there any Redundancies, repeated words or ideas?			
Are there any clichés?			
Were personification, similes, metaphors, hyperbole effective?			
Did it move too fast or too slow?			
Is there a balance between story and facts?			
Is the conclusion or ending paragraph satisfying or need more punch?			
What was your overall impression?			
Did the article or chapter fulfill the promise stated in the lead or first paragraph?			

Editorial Critique Sheet

5. Ask the writer what type of critique they want: big picture, fine line
 6. Be a Reader. Read the story, chapter or article all the way through. Jot down your initial reactions.

	Describe the Strength	Describe the Weakness	Suggest How to Improve
Is the style appropriate for the audience			
Sources cited			
Adjectives			
Transitions			
Grammar			
Misspellings			
Punctuation			
Overused words and adverbs: just, really, that, etc.			
Point of view problems			
Passive instead of active voice			
Too many adverbs-ly words- instead of strong verbs			
Telling instead of showing			
Sentence Structure: Are the sentences too long, too short, run-on? Not varied enough?			
Does the format meet publisher's submission guidelines			
Too many dialogue tags: he said, she said			
Scripture references and version			
Confused contractions / possessives / plurals			
Weak verbs			
Purple pros			
Parallel structure			
Numbers			
Clichés, stereotypes, jargon			
Mixed metaphor			
Titles and subtitles			
Complete footnotes, endnotes or bibliography			