



## EDUCATORS GUIDE

### Teaching Revision with Google Docs and *Writing for Teens* magazine

Want to create an innovative, exciting revision experience for your students? Following are curriculum suggestions for pairing each of the articles from *Writing for Teens* magazine with Google Docs.

▪ **[WITH A LITTLE HELP FROM MY FRIENDS: THE GIFTS OF A WRITING BUDDY](#)**

*This article from Writing magazine introduces students to the benefits and guidelines of successful peer review and collaboration and engages them in a practical peer review exercise using Google Docs.*

***Suggested Lesson Plan:***

- Print out or have students download “With a Little Help From My Friends” and read it.
- Divide students into groups of two and ask each student to select a piece of their own writing for which they would like to receive feedback.
- Have students cut and paste their selected writing into a Google Docs document. Then, ask them to invite you and a fellow student as collaborators on the document.
- Have students review and comment upon each other's work, using the tips and techniques provided in “With a Little Help.” You might wish to provide students with a starter list of questions to ask one another about their writing. These could include: *What do you think of the organization of this piece? Do you like the story, the characters? Do any words stand out as awkward? What images are strong? How would you improve this piece?*
- Ask students to revise their original piece of writing, using the feedback they have received.

***Google Docs Connection:*** You are probably familiar with Microsoft Word's commenting features. With Google Docs, your students can engage in a live, interactive, peer review exercise. That conversation can be saved, viewed, and printed at its various stages, allowing for a fresh approach to the standard revision process. [Download a tutorial](#) on how to use the revision tools in Google Docs.

## ▪ [WRITING'S TOP 10 TIPS FOR REVISION](#)

*This article from Writing magazine is a handy tip sheet for students. It provides memorable and practical examples of revision techniques.*

*Suggested Lesson Plans:*

1. Have students create a piece of writing using Google Docs. Have students compare two versions of a piece of writing, separated by a period of time, say 24 hours.
2. Revise This!: [Download a reproducible skills master](#) created by the editors of *Writing*. Have students copy and paste these sentences into a new Google Docs file, and instruct them to work with a partner to revise these sentences, many of which will reinforce the lessons imparted in [Writing's Top 10 Tips for Revision](#).

*Google Docs Connection:* [Download a tutorial](#) on how to use the revision tools in Google Docs.

## ▪ CHECKLISTS FOR COLLABORATIVE AND INDIVIDUAL REVISION

*Checklists make life easier. Here are two checklists that we invite you to share with your students:*

- [Collaborative Checklist for Revision](#): This reproducible handout provides a checklist for using Google Docs to revise a piece of writing. Encourage your students to collaborate with a writing buddy to work through this checklist for their next writing assignment.
- [Individual Checklist for Revision](#): This reproducible handout provides a checklist for students to use once they are nearly finished with a writing assignment. It reiterates many of the suggestions in [Writing's Top 10 Tips for Revision](#).

After reviewing our activity ideas and Docs tutorials, you may develop your own lesson plans and ideas. We want to hear from you! We invite you to share your curriculum ideas with the Google Educators community through our [Google for Educators Discussion Group](#).

Google Docs is an online word processor, spreadsheet and presentation editor that can be accessed from any computer anywhere. It facilitates collaboration and peer editing and saves automatically every minute. If there is a computer failure, the document is not lost. Teachers can be collaborators and see the work students are doing in real time. Assignments can be tagged and archived for easy access.

*Writing for Teens* magazine is a [Weekly Reader](#) classroom periodical for middle and high school students. Nominated for the 2006 Golden Lamp Award by the Association of Educational Publishers, each issue is supplemented with a Teacher's Guide and a literary [blog](#) that links content to state and national standards. For more on revision from *Writing* magazine, click [here](#).

