



Lesson plan: Reviewing and editing with Google Docs

Timing	15–20 minutes
Materials	A writing task and corresponding piece of student writing, e.g. from the <i>Cambridge English: Advanced</i> handbook; internet access to Google Docs
Rationale	This activity helps learners to develop the ability to review and edit pieces of writing. It encourages learners to learn from classmates and listen to feedback about their own writing. It will also encourage them to get into the habit of reviewing and editing their own work more consistently.

Procedure

1. Register with Google Drive (go to www.google.com and click on *Drive* at the top of the page) and register/log into the site.
2. To create a new document, click on *Create* (top left). To upload a document from your computer, click on the icon with the *Save* symbol to the right of *Create*. Add a piece of student writing, such as the one below, into the document along with the corresponding writing task.
3. Allow your students to view the document by clicking on *Share* (top right) and either adding their email addresses to the bottom of the box, or changing the privacy so that anyone with the link can access it without registering. In the case of the latter, you can copy the link and give it to your students.
4. Ask your students to visit the document and complete the task below.
5. Read through the feedback that the students add to the document and provide them with your own feedback in class as to how useful and constructive it was, either as a whole or individually.
6. Divide students into pairs for their next writing task and ask them to upload their writing to Google Docs and allow their partner to see it and provide constructive feedback.

A. Read the letter and think about these questions: Is the content appropriate? Is the information clearly organised? Does the letter make sense to you?

Now, provide the writer with some constructive feedback by completing the sentences below in comments boxes.

I really like the way you ...

To improve the letter, you could ...

B. Read the letter again. Does the writer make any consistent errors that they need to be aware of? Add a comments box (*Insert, Comments*) with the following prompt to highlight the issue:

Take care with ... (e.g. lack of articles, spelling errors, tense mistakes, etc.)