**Reading Performance Memo:**

Author: Anon Ymous  
Reviewing: “How to Do an Ollie on a Skateboard” and “How to create a simple webpage using Dreamweaver MX 2004”

---

**First Reading:**

I think I performed this step with a decent amount of ability. I first checked each page, just looking at the overall layout, then, though I did not actually blur my eyes, I just took notice of the black and white spaces and what they did for the piece. On one of Jun’s pages he had practically nothing, just a handful of words, and this sent up a big red flag when dealing with white space. With Justin’s I happened to notice that his left margin appeared wide, with lots of white space and that my eyes kept drifting to the far left of the page instead of beginning each line with its first word. I could get better at blurring my eyes though; maybe it would help to perform this step with better proficiency.

**Second Reading:**

The second reading is a fairly simple one, just looking at headings and titles. I used this time to check how they enunciated their headings and to check if I thought all of the headings seemed placed well and appropriately. I tried to figure out if I could clearly guess what each passage was going to contain just from the headings. I liked Jun’s title, “Are You Ready?” For some reason that title seemed well placed and worded in a very direct way. Justin’s draft didn’t have very much to look at, but I thought his headings were straightforward and they made sense, even with me having little knowledge on his topic. I thought the hardest part of this step was figuring out if I could think of a better title or heading for each section, because sometimes it is hard to figure out, before reading a document, what the headers should be.

**Third Reading:**

This step is fairly straightforward, actually more straight forward than even the previous two. I just underlined and wrote stuff wherever I stopped while reading. I found myself stopping far too often though, I was underlining phrases that were fine, just because I stalled a moment on them. This reading is a time consuming one, but I think I like it a lot because it makes sense. Reading word by word and figuring out what makes my mind stop is a useful way to help someone else’s document. I can cite specific examples in the next step, which bases itself off this step. Overall though, I think I performed this step to the best of my ability, but I need to find a way to naturally skip over stuff that is intriguing more than it is a stop in the reading. I kept stopping to try to grasp concepts better, as opposed to because something seemed off.
Fourth Reading:

This is my favorite step. All the reader has to do is figure out why a stop was made when a stop was made. I just list the reasons I think I stopped, recommending a solution that might have prevented my stopping. Sometimes I realized though, that the stop was due to my inabilities, as opposed to those of the author. Jun had one caption that said, “Absorbing the impact by your knees,” which was my last stop on his paper. This stop, for me, came from the fact I felt like the wording was off, and that maybe the word “bending” should have been in front of “your.” I recommended this to Jun, but I think it is up to the author to make the appropriate changes. I think I performed this step up to par because I like fixing things to sound like I want them, even if the author disagrees. I stopped 22 times on Jun’s paper, and ten on Justin’s, even though it was an extremely short draft. I tried to record every stop, even if it was my fault as a reader, just to be consistent.

Fifth Reading:

I didn’t actually use my checklist while reading these documents, which probably eliminates me from the “did awesome” section. Justin’s draft was very short, but I recommended usually capitalization a little more liberally, to begin headers and such. This point isn’t on my editing checklist, though maybe I would add it, but I don’t find myself telling a lot of writers to capitalize more. I think I performed this step well mainly because I am a close reader who takes some pride in my ability to edit. I tried to read each phrase, seeing if it sounded “right.” Sometimes, sounding “right” is all I look for, because I might not know what the error is classified as, but I know the reading doesn’t feel right. I think the fourth reading (or third, whichever way you look at it) helps this step because I stop at a lot of the technical errors. Overall though, I think I performed this step pretty well.

Sixth (Final) Reading:

The question, “Does this document seem complete and accurate” really classifies this step for me. I used this step to see if the document matched up with its Document Review Form (which only one guy had) and to see if it seemed accurate and finished. I also took that moment away from the paper to think about the actual ethos and ethics of the paper. Is there something in this paper that seems wrong to say? Is the message or point of this paper misleading or unethical? Do I get a feeling for the writer’s ethics in this piece? I asked those questions, then responded. Justin’s document was definitely incomplete, but that was expected because it was a draft. I also thought Jun should say in his Document Review Form that you really cannot have no knowledge of skateboarding, because this move seemed more complicated than easy, even if it was a basic step. I think I did well on this step because I took the time to actually think of what I could say. I think that minute or two away from the paper, just considering, really helps to paint yourself a picture of the piece, so that you can convey your thoughts to the writer.