



## Narrative Peer Review Process

In groups of 4-5, each person will have an opportunity to share their report and receive suggestions and feedback from the group. In order for everyone to have an opportunity to give and receive feedback, we will use a timed carousel process. There will be two rounds with a break after the first to get feedback on the process. If you shared a report in advance, you will be a “presenter” for one round and a “participant” for the other round. All other members at the table will be participants for both rounds. If desired, groups can assign specific audience roles to participants when providing feedback.

Each round is 40 minutes.

### **Introduce report (15 min):**

Presenters will introduce the report and provide background information such as: the purpose of the report, the target audience, any secondary audiences, potential or desired uses of the report, what they find most challenging about the report or prior experiences with similar reports, how they hope to strengthen it, and what kinds of feedback and suggestions they would like from others. Please also take time to read the report after listening to the presenter.

*Listeners:* jot down thoughts and questions but please do not interrupt the presenter, let them have their full time. You may ask clarifying questions.

### **Review (20 min):**

Participants will respond to what they have heard, taking turns asking questions, sharing thoughts, feedback, etc. The purpose of the review is to help your colleague strengthen the argument, presentation, and narrative of the report - so please be constructive and collegial. Also, mind the time and allow each participant the opportunity to contribute to the discussion. Discussion should address the questions on the narrative feedback sheet.

*Presenters:* listen carefully and respond to the inquiries. Think about what is feasible and related to crafting a meaningful narrative for target audiences, but also think creatively about possible solutions to challenges identified.

### **Feedback (5 min):**

Everyone: Based on the discussion, use the narrative feedback form to give the presenter written feedback and suggestions. The presenter can use this time to write down notes about the report based on what they just heard, along with outlining next steps for revision or additional feedback.

**Note:** This process can be tailored to consider data visualization, report layout, the argument presented and how it is supported by evidence, as well as the narrative piece (which is the focus of this particular set of resources).