

Review a shared draft in five steps

A one-page checklist for anyone asked to review a document before it goes out.



The five steps

1. **Read the whole draft once** before writing any comment, so you judge the parts in context.
2. **Point to one line per comment**, so the author knows exactly what to change.
3. **Say what should happen**: keep, cut, move or rewrite, and why.
4. **Separate must-fix items** from suggestions the author may decline.
5. **End with the next action** and a date for the revised draft.

One comment, four parts

Where	Page 2, the second line of the budget table.
What	Change "Q3" to "Q4".
Why	The approved budget sheet lists the spend in Q4.
Type	Must fix: the number is wrong as written.

Before you send feedback

- Check names, numbers and dates against the source.
- Remove comments that only repeat another reviewer.
- Ask a question when you are not sure the text is wrong.
- Keep the tone specific and kind.

Illustration: the "review" scene generated with SVG AI on 4 October 2026 (Ultra, 1 SVG, transparent background), published with its prompt at svgai.org/blog/matching-svg-feature-illustrations.

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