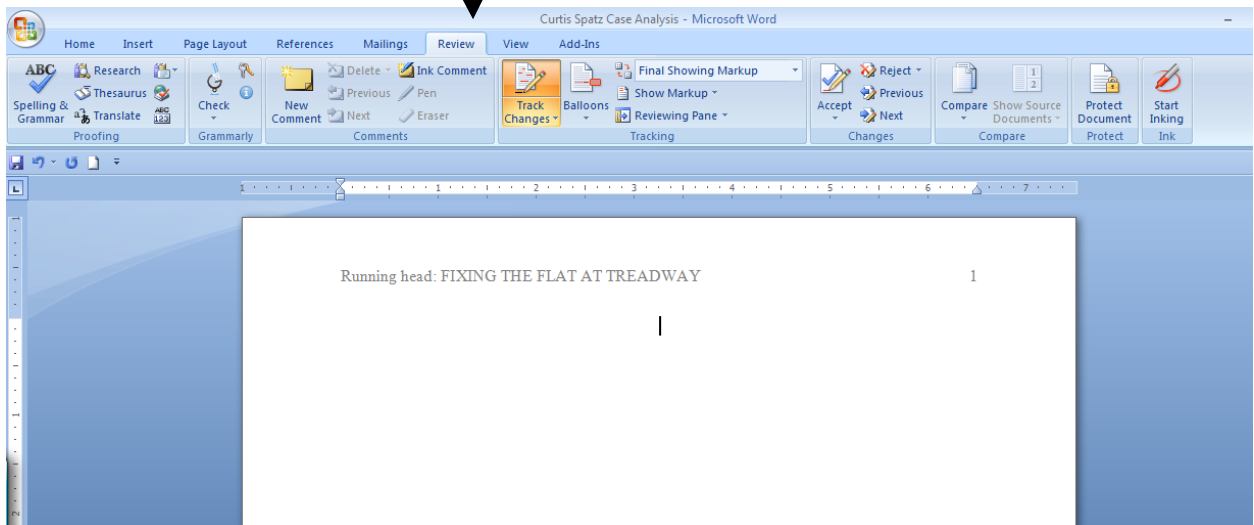
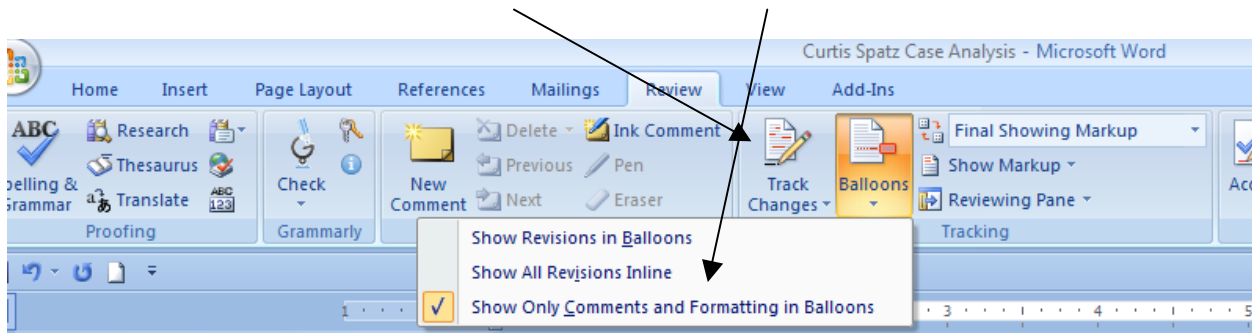


Grading with MS Word's Review Function

Open the document, and select the "Review" function tab.



Use Track Changes, and "Show Only Comments and Formatting in Balloons".



Use "New Comment" to insert a comment on the paper.



As you grade the paper and make your comments, your paper will look like this.

A recent employee survey of line foremen at the Lima Tire Plant indicates that these foremen do not feel prepared for the responsibilities of their position as only 2 out of 50 foremen responded that they “feel prepared to accomplish duties of my job” (Skinner & Beckham, 2008).

Comment [mr3]: Page number should be included in APA reference with quotations

Comments included on the surveys also illustrate the need for training and development in the position of line foremen, including comments such as: “they just don’t get enough training – especially in how to work with the union and how to manage their workers” and “the line foremen must be able to step up to it, set limits, and maintain respect” (Skinner & Beckham, 2008). Exit interviews from departing line foremen contain similar information as training and

Comment [mr4]: See comment 3

development is highlighted as one area that foremen are dissatisfied with. This particular ~~responded~~ respondent explained that his or her reason for leaving was that he or she “Was effectively left alone without the necessary skills/tools, and couldn’t get my job done” (Skinner & Beckham, 2008). This data all points to the need for the creation and implementation of a

Comment [mr5]: Do not end a sentence with a preposition.

comprehensive employee development process for line foremen in the Treadway Tire Company.

Comment [mr6]: See comment 3

Comment [mr7]: Well stated here John.

At the end of the paper, you can turn off “Track Changes” and make your personal feedback comments to the student. The paper should be left as “Final Showing Mark-Up” in the Review tool bar, so your student can see your comments.

