# Responding to Writing: Endnotes

Whether at work or in school, it's common for people to read and respond to each other's writing. Giving helpful feedback requires thought, and this handout is designed to describe strategies for responding to writing. In particular, we'll look at end notes, which are commonly used to summarize feedback to writers, to recognize strengths, and to help prioritize revisions.

## What Is an End Note?

An end note is a paragraph written at the end of the writer's text in which you summarize your overall reaction to the text and leave the writer with suggestions for next steps. Use the end note to emphasize key points of your response, elaborate and explain issues, and mention strategies for revision. End notes help make sense of the in-text or marginal comments, which are written in the paper's margins beside the text to which they refer.

## Writing Strong End Notes

- Respond like a friendly reader, not a judge.

- Focus your feedback on one or two aspects of the writing.

- Point out the strengths.

- Point out what could be revised to work better.

- Help the writer to find your end note quickly by using a different colored or bold font.

## Example of an End Note:

**Dave,**

**I enjoyed reading your proposal about how Bitcoin technology can be applied in the banking world. In particular, it helped me that you defined "blockchain" early in the proposal for non-expert readers like myself. Consider adding more about the potential roadblocks or barriers to adapting this model in banking. Which financial institutions have tried this and failed? What changes might you suggest for future institutions? I think that additional information helps us to understand why blockchain isn't yet the norm. Plus, showing that you've thought through the barriers may make USA Financial Bank more likely to adopt blockchain. Beyond expanding the discussion of barriers, I've added comments directly to your text. Please let me know if you have any questions. I like this proposal, Dave! Good luck with it!**

**Marty**

*Adapted from* https://writingcenter.unc.edu/tips-and-tools/abstracts/