How to Address Higher Order Concerns and Lower Order Concerns

**Higher Order Concerns**

1. Always address these first
2. Walk away from the document for a while to gain a fresh perspective
3. Read through the document with these concerns in mind
4. Use heuristics to review document
5. Consider feedback from other readers
6. Make sure it follows the assignment

**Lower Order Concerns**

1. Address these after higher order concerns are resolved
2. Use a printed copy for a detailed review
3. Read the document aloud
4. Spell / grammar check
5. Have someone else read
6. Focus on only 1-3 things at a time; don’t try to tackle all changes in one session